

NACo Job Announcement
Associate
Community Services Division

The National Association of Counties announces an opening for an Associate, Community Services Division. The position will be focused primarily on justice related topic areas, including juvenile detention reform, jail population management, and local justice system assessment. The successful candidate will be responsible for a variety of professional and technical work assignments aimed to educate county officials, to develop their leadership capacity to improve and enhance local justice systems, and successfully fulfill the requirements of multiple grant agreements.

This position is supported in its entirety by grants and is expected to continue through December 2012. The position is expected to continue dependent upon funding acquired in 2012.

Primary duties and responsibilities under the direction of the Program Director, Community Services Division:

- Disseminate information, respond to requests for information, organize workshop sessions and teleconference calls, plan and implement trainings and meetings, and perform other activities as described below geared to help county officials and state association of counties to assess and improve local justice system functions.
- Research promising county practices and issues/trends in developing programs and track project outcomes and results for the purposes of program evaluation.
- Coordinate meetings, workshops, and represent NACo at national conferences and state associations of counties meetings and events (some travel required), for the purpose of providing technical information to counties and exchanging information about implementing programs among counties.
- Author a number of publications, issue briefs and educational materials related to criminal justice system reform, criminal justice coordinating councils, justice reinvestment, jail population management, and other issues related to county-based justice systems.
- Prepare articles and reports for publication in *County News* and other relevant journals and publications, as well as for NACo's Website.
- Provide staff support to NACo's Justice and Public Safety Steering Committee and other Committees as needed.
- Research, produce and distribute bi-monthly e-newsletters to highlight the successful efforts of counties in expanding local justice system reforms and best practices by providing information on new studies and reports, funding opportunities and other resources for interested county officials.

- Initiate and maintain a clearinghouse of information and resources on the NACo website.
- Coordinate program activities within NACo and with other national, regional and state based organizations to maximize the educational benefits to counties and other local government jurisdictions.
- Monitor project budgets and expenses, produce grant reports, and recommend budget adjustments when necessary.

Qualifications:

Bachelor's Degree plus minimum two to three years experience. Master's Degree may substitute for experience. Applicant should have education and/or experience in criminal justice, local government, public administration or other related area.

Must be able to demonstrate the following:

- ...experience planning workshops and coordinating partnerships between organizations
- ...strong decision-making skills
- ...strong attention to detail
- ...ability to work well in a political environment
- ...excellent oral and written communications skills
- ...excellent research skills
- ...ability to meet deadlines and work well under pressure
- ...ability to plan and develop programs
- ...knowledge of local governments and associations
- ...demonstrated knowledge of issues related to the jails, law enforcement, local criminal justice systems, courts
- ...experience with appropriate word processing and database software

Supervision Exercised: None

Supervisor: Program Director, Community Services Division

Persons interested in this position should submit a resume and cover letter with salary requirements to: resume@naco.org.

NACo is an equal opportunity employer. NACo provides a smoke-free work environment.