

Assistant Director, Supreme Court Children's Commission

Director II

Level: B27

Job Class: 1621

Salary: \$90,000 - \$110,000

Closing Date: May 11, 2020

General Description

Perform advanced (senior-level) managerial work for the Permanent Judicial Commission for Children, Youth and Families (Children's Commission) in administering the federal Court Improvement Program, which directs the Supreme Court of Texas to assess the role, responsibilities, and effectiveness of state trial courts in carrying out state laws relating to foster care and adoption proceedings. The position reports to the Executive Director of the Children's Commission.

Primary Duties and Responsibilities

- Assist the Executive Director in all program areas and activities and provide other Children's Commission employees direction, guidance, and assistance, as needed.
- Represent the Children's Commission at business meetings, hearings, legislative sessions, conferences, and seminars or on boards, panels, and committees.
- Serve as liaison with partnering stakeholders and represent the Children's Commission in its mission to institutionalize collaboration among high-level executive, legislative, judicial, and tribal nation leaders.
- Participate in planning and conducting periodic Children's Commission meetings with agendas, reports, presentations, and budgets.
- Serve as staff support to Children's Commission workgroup or subcommittees as assigned, which may include convening multi-disciplinary stakeholders, facilitating substantive planning sessions and discussions, developing training events, evaluating strategies and proposed solutions, and producing related reports.
- Provide information and technical assistance to Children's Commission staff, other agencies, courts, community organizations, and the general public.
- Perform research on legislative acts and amendments to assess their impact on child protection courts in Texas and draft policy memoranda or research reports, as appropriate.
- Author or contribute to reports, newsletters, articles, Op-Eds, speeches, judicial directives, policy and data analysis, and Children's Commission website content.
- Speak and make presentations to child welfare organizations, partnering stakeholders, and members of the Texas judiciary.
- Travel to state and national conferences and meetings to confer with other Court Improvement Programs, the National Council of Juvenile and Family Court Judges, the National Center for State Courts, the National Conference of State Legislatures, the ABA Center on Children and the

Law, Casey Family Programs, the National Association of Counsel for Children, and other state and national organizations on broad issues affecting child welfare policy.

- Identify measurable project goals and objectives, including criteria for evaluating a project and its objectives or assignment.
- Develop and follow communication and action plans for projects.
- Demonstrate effective budget and time management.
- Complete all reports and recommendations by specified dates.
- Supervise the work of other staff and interns, as assigned.
- Perform related work as assigned.

Experience and Education

- Ten years of experience in child welfare as a licensed attorney with Bachelor of Laws (LL.B.) or a Juris Doctor (J.D.) degree from an accredited university.

Knowledge, Skills, and Abilities

- Ability to exercise sound judgment in making critical decisions, analyze child welfare system information and data, and develop plans to address identified issues.
- Possess facilitation skills, be able to maintain functioning and effective collaborative relationships, and coordinate project activities with state agencies, governmental entities, and private sector partners.
- Possess a thorough understanding of the federal Court Improvement Program, state and federal child welfare law and policies, and the Texas court system.
- Possess excellent legal research, writing, analytical, facilitation, and project management skills.
- Ability to speak in public to high-level executives, professional organizations, and legislature.
- Travel required – at least 30%.
- Knowledge of Texas child welfare system required.
- Knowledge of federal and state laws regarding child welfare required.

The Supreme Court of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability.

Military Crosswalk:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Email State of Texas application and resume to cip-applications@txcourts.gov.

State applications available on the [Work in Texas website](#).