



Program Manager

Salary Group: B24

Class Code: 1560

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PROGRAM MANAGER III	1560	B24	\$59,004 - \$96,720

GENERAL DESCRIPTION

Assists the Texas Judicial Commission on Mental Health (the JCMH), a commission created by the Supreme Court of Texas and the Texas Court of Criminal Appeals in managing mission-oriented programs. The mission of the JCMH is to strengthen criminal and civil courts in the administration of justice for Texans with mental health challenges or intellectual and developmental disabilities (IDD). The JCMH accomplishes its mission through judicial and attorney education, collaboration with mental health and IDD experts, and judicial leadership.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Five or more years of experience with (i) the Texas court system regarding criminal justice, juvenile justice, and/or civil commitment, or (ii) the Texas service delivery system in mental health or IDD are preferred.

Graduation from an accredited four-year college or university with major coursework in a field relevant to mental health, intellectual and developmental disabilities, criminal justice, social work, or law is required. A graduate degree related to mental health or a juris doctorate is preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of mental health and IDD law and treatment.

Skill in understanding and processing information, in the use of office equipment, and expertise in Microsoft Office suite, Adobe Acrobat, and Outlook.

Skill and ability to initiate, manage, develop, oversee, and evaluate mission-oriented programs that are highly complex, with large budgets, long-range time frames, and a high level of systemic impact.

High emotional intelligence, communications skills, and the ability to multitask in a busy office. Ability to interact professionally with judges, JCMH Commissioners, Collaborative Council, staff members, and other stakeholders. Ability to handle multiple projects simultaneously, determine priorities, and meet deadlines.

Applicants may be asked to complete a skills test.

Specifically, the Program Manager may:

- Lead projects to educate and support courts seeking to establish mental health courts, dockets, or judicial practices to improve the court and community response to individuals with mental illness or IDD. Supports for courts may be accomplished through regional conferences, web-based content, judicial tools and resources, and connecting courts to mentor courts. Travel is required to regional, state, and national conferences and meetings to learn and share best practices.
- Participate in strategic planning to improve outcomes for children and adults with mental health challenges or IDD as they intersect with the court system.
- Assist in planning and conducting JCMH meetings with agendas, reports, presentations, and budgets.
- Develop project schedules, work plans, resource requirements, and cost estimates
- Coordinate program activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.
- Identify measurable project goals, including criteria for evaluating a project and its objectives, and demonstrate excellent project management skills related to timeliness, progress, accountability, and budgeting.
- Author or contribute to written materials as required, such as reports, newsletters, articles, op-eds, speeches, judicial directives, policy and data analysis, and JCMH website content.
- Support JCMH workgroups as assigned, which may include convening multi-disciplinary stakeholders, facilitating substantive planning sessions, creating project timetables, evaluating strategies and proposed solutions, and producing related reports.

TO APPLY: Send all required documents by mail or email to JCMH.Applications@txcourts.gov.

Required Documents include your:

- 1) Cover Letter;
- 2) Completed [State of Texas Application for Employment](#);
- 3) Resume; and
- 4) Writing Sample.

MilitaryCrosswalk:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

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