

**CITY OF OVERLAND PARK - POSITION DESCRIPTION**

<b>TITLE:</b>	Supervisor, Court Services	<b>BAND/LEVEL:</b>	MGT II
<b>DEPARTMENT:</b>	Municipal Court	<b>JOB NO:</b>	2535
<b>DIVISION:</b>	Court Services	<b>DATE:</b>	09/14/2017
<b>REPORTS TO:</b>	Court Administrator	<b>FLSA STATUS:</b>	Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	132
<b>REPLACES:</b>	Supervisor, Court Services	<b>LAST REVISED DATE:</b>	12/16/2012

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**JOB SUMMARY STATEMENT:** Provides overall supervision and management of Court Services Division program and staff. Manages program operational procedures to ensure effective completion of goals. Obtains and maintains all aspects of program certification and compliance with regulatory agencies. Maintains interaction with all related agencies, and represents the City through participation in community and state committees related to drug and alcohol program services. Serves as the department’s safety coordinator and is a member on the City’s Safety Council. Assists Court Administrator with oversight of entire department.

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**DUTIES AND RESPONSIBILITIES:**

1. Supervises professional and administrative support staff members. Hires, selects, trains and evaluates all staff members. Provides staff development opportunities and ensures that each receives training needed to maintain both expertise and professional credentials. Assures that staff interaction with program clients is compliant with program policies and procedures.
2. Develops and implements program goals, objectives, and operational procedures. Ensures that a commitment to public safety and efficient enforcement of court orders are central to all operations. Implements procedures that effectively enhance workflow and delivery of program services.
3. Maintains ongoing communication with the administrative prosecutor and relevant members of the police department to ensure coordination of services to the client and the community. Interacts with other city departments as required for management of staff and facility.
4. Is accountable for division financial operations, to include budget preparation, management of expenditures and management of physical facility/equipment/supplies. Completes grant funding requests and manages the same as directed.
5. Obtains and maintains all aspects of program certification; reviews and interprets regulations and statutes related to probation, parole, and drug/alcohol program services to ensure effective implementation of required changes.
6. Maintains ongoing relationship with other community agencies. Represents the Court and the City on community committees related to traffic safety, underage drinking prevention, and regulation of drug and alcohol treatment services in Johnson County.
7. Coordinates and implements all Municipal Court community prevention and outreach activities. Ensures that all activities are reflective of the goals and objectives of the Municipal Court.
8. Assists court administrator and/or presiding judge in special projects as assigned.
9. Provides direct client services as required.

### **Safety Coordinator Responsibilities:**

The Department Safety Coordinator shall execute and / or ensure that the following roles and responsibilities are performed.

1. Verifies that employees obey all safety rules and instructions.
2. Inspects and corrects unsafe conditions or practices. Promotes safety awareness and encourages a proper safety attitude by example.
3. Inspects work facilities and equipment for proper housekeeping.
4. Instructs employees how to select the right tool and equipment for the job and how to use them safely.
5. Reports serious injury/illness and property damage incidents to the Administrator, Safety & Loss Prevention immediately and follows up with an Incident Investigation Report within forty-eight (48) hours. Coordinates first aid or medical attention.
6. Authorizes employees to use, adjust, alter, and repair equipment in a safe manner and to utilize lockout / tagout procedures as necessary.
7. Supervises the procurement and distribution of personal protective equipment and verifies that it is kept in good condition.
8. Recommends appropriate discipline of department employees for violating safe work practices.
9. Instructs employees in the proper lifting techniques.
10. Verifies that employees know and understand Material Safety Data Sheets (MSDS) for the chemicals that they are working with.
11. Establishes an annual safety training calendar of programs and training to be presented during safety meetings.
12. Establishes safety training for interdepartmental operating procedures and standard operating procedures.
13. Coordinates defensive driving course training for City drivers.
14. Must be familiar with evacuation procedures and firefighting equipment locations and their proper use.

### **Safety Council Responsibilities:**

1. Reviews monthly citywide incident summaries. Where appropriate, recommends preventive measures to reduce reoccurring injuries and accidents.
2. Reviews all incidents involving city employees to determine whether such incidents were preventable or non-preventable and submits findings and conclusions to the responsible department director.
3. May participate in Appeal Process for preventable accidents.
4. Assists City's safety professional in evaluating Interdepartmental Operating Procedures.
5. Evaluates supervisor/employee accountability for safety and loss prevention measures.
6. Accompanies the City safety professional during quarterly safety audits / inspections, and make recommendations.

7. Encourages and reviews all safety suggestions submitted to the City's safety professional. Acknowledges, in writing, all safety suggestions submitted to the Council for consideration along with the outcome of each suggestion.
8. Participates in safety training to include hazard identification and incident investigation.
9. Assists safety professional with coordinating the City's Midyear Safety Event.
10. Assists Court Administrator with oversight of entire department.
11. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

- Bachelor's degree in Social Work, or related Human Services field.
- Kansas Licensed Addiction Counselor (Behavioral Sciences Regulatory Board—BSRB).
- Must be at least 18 years of age.

### **EXPERIENCE:**

- Two years of professional experience in the legal or criminal justice system with at least one year in an administrative capacity, or an equivalent level of experience.

### **SKILLS:**

1. Skill in balancing the needs of clients and the general public.
2. Good oral and written communication skills.
3. Ability to train and guide others.
4. Group presentation skills.
5. Management skills.
6. Ability to perform all job duties within a limited time frame.
7. Ability to perform all job duties with a high degree of accuracy.

### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend city, state and federal regulations.
2. Ability to analyze complex problems and recommend possible solutions.
3. Analytical skills.
4. Organizational skills.
5. Tact and diplomacy.
6. Ability to work in a hectic environment with many interruptions.
7. Ability to breakdown complex issues to individual steps.
8. Ability to recognize and protect confidential information.

### **PHYSICAL REQUIREMENTS:**

1. Ability to speak to an individual or group for an extended period of time.
2. Ability to make and receive phone calls.
3. Hand and eye coordination adequate to input computer and to review alpha/numeric data.
4. Ability to visually inspect the appearance and movements of clients.
5. Ability to detect various odors.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- **Direct:**
  - Probation Officers.
  - Substance Abuse Specialist.
  - Court Clerk- Court Services Division.
  - Part-time and/or contract employees.

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**