

Circuit Court for Baltimore City Program Coordinator

The Circuit Court for Baltimore City is seeking a Program Coordinator to supervise and manage the Child Support Program. The incumbent will report to the Court Administrator.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Prepares and oversees development and implementation of CSEA/CRA contract, including oversight of grant requirements.
2. Reviews, manages, and monitors the CSEA/CRA contract budget.
3. Coordinates funding and registration for IV-D conferences/training for IV-D Magistrates and staff.
4. Coordinates special projects and initiatives in collaboration with IV-D partners.
5. Conducts needs assessment and manages procurement of supplies and equipment purchased with CSEA/CRA grant funds.
6. Provides past payment information for hearings, including digital and/or written records of payment.
7. Tracks and maintains, and reports data quarterly, including reporting requirements for AOC, Court Administration and OCSE (Reporter program).
8. Provides answers to questions from Judges, Magistrates, court staff, and litigants regarding OCSE procedures and policies.
9. Identifies programs and services to aid litigants with job training, searches, and possible employment opportunities.
10. Collaborates with the Baltimore City Recruitment Office to identify employment opportunities for program participants.
11. Collaborate with public and private sector employers to identify employment opportunities for participants.
12. Assists IV-D Magistrates as needed, including performing courtroom duties when law clerk is absent, managing subscription and membership renewals, preparation of IRS certification.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Requirements - A bachelor's degree from an accredited college or university and three years of experience in planning, supervision, evaluation, or coordination of a program or business operation.

Equivalencies - Equivalent combination of education and experience may be substituted for the above requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the basic techniques of program administration.
- Knowledge of the principles, practices, and techniques for program development, implementation, and evaluation.
- Knowledge of standard processes involving procurement.
- Knowledge of grant funding requirements.
- Knowledge of basic Federal grant procedures.
- Ability to plan, organize, implement and administer a program or operation.
- Ability to make budget recommendations and control expenditures.
- Ability to develop and install program procedures.
- Ability to use basic computer programs, including Microsoft Word, Excel, and other specialized programs as necessary.
- Ability to speak and write effectively.
- Ability to establish and maintain effective working relationships with program recipients, customers, community groups, and representatives of public and private agencies.

COMPENSATION:

This is a full-time permanent position with benefits. The starting salary is \$50,013 annually.

TO APPLY:

Please submit a cover letter and resume by **close of business on November 21, 2021** to:

Ms. Jacqueline Hale
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
jacqueline.hale@mdcourts.gov
www.baltimorecity.gov
TTY 396-4930

****No phone calls please****

A Criminal Background Check and Alcohol & Drug screening will be conducted as a condition of employment.

AN EQUAL OPPORTUNITY EMPLOYER