

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. Tracks program participant progress by conducting periodic check-ins with participants; maintains and reports data quarterly, including reporting requirements for AOC, Court Administration, and OCSS (Magistrate's Reporters Program).
7. Provides answers to questions from Judges, Magistrates, court staff, and litigants regarding OCSS procedures and policies.
8. Offers supportive services to help program participants overcome employment barriers, such as assisting with resumes, providing job referrals for employment and training, identifying programs and services to aid litigants in searching for and securing employment opportunities, etc.
9. Collaborates with public and private sector employers, city agencies (i.e. Baltimore City Office of Child Support Services, Baltimore City Recruitment Office, Mayor's Office of Employment Development), and community resource centers to identify employment opportunities for program participants.
10. Assists IV-D Magistrates as needed, including performing courtroom duties when the law clerk is absent, managing subscription and membership renewals, preparation IRS certification.
11. Participates in quarterly inter-agency meetings.
12. Serves as a liaison to, and collaborates with, the Office of Child Support Services -Supporting Training and Employing Parents (STEP Up!) program representative.
13. Prepares Court reports and testifies at IV-D hearings (as needed).
14. Reports to the Baltimore City Administrative Judge and the Court Administrator; however, daily activities and assignments will be coordinated through the Judge-in-Charge of the Family Division and the IV-D Family Magistrates.

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 program administration, including the principles, practices, and techniques for program development, implementation, and evaluation.
- Knowledge of standard processes involving procurement, grant funding requirements and basic Federal grant procedures.
- Ability to plan, organize, implement, and administer a program or operation, including handling multiple priorities, making budget recommendations, and controlling expenditures.
- Demonstrated computer literacy, including the use of productivity software and other specialized programs as necessary.
- Effective verbal and written communication skills.
- Ability to establish and maintain effective working relationships with Judges, Magistrates, attorneys, court personnel, partner agencies, and program participants.

COMPENSATION:

This is a full-time permanent position with benefits. The starting salary is \$53,065 annually.

TO APPLY:

This position is open until filled. Please submit a cover letter and resume 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 will be conducted as a
condition of employment.**

AN EQUAL OPPORTUNITY EMPLOYER

