Class Title: Senior Program Director
Department: Administration

GENERAL PURPOSE
Performs a variety of advanced level, professional, administrative and managerial duties related to planning, organizing, controlling and directing the day-to-day operations and functions of an assigned grant funded program or comprehensive training initiatives of the National District Attorney Association. Manages and performs the development and implementation of curricula, training and technical assistance related to grant targeted prosecutorial specializations, i.e., violence against women, child abuse, elderly abuse, domestic violence, sex crimes, trial advocacy, capital litigation, courtroom technology, traffic safety, juvenile justice, cyber crime, gang violence, gun violence, DNA, community prosecution, identity theft, homeland security, etc.

SUPERVISION RECEIVED
Works under the broad policy guidance and direction of the Executive Director.

SUPERVISION EXERCISED
May provide general supervision to Senior Staff Attorney(s), Staff Attorney(s), Senior Project Coordinator(s), Project Coordinator(s), Project/Administrative Assistant(s), and/or Legal Intern(s).

ESSENTIAL FUNCTIONS
Manages an assigned grant targeting the delivery of specialized training and technical assistance; coordinates and facilitates the development of mission statements and objectives of the program consistent with grant specifications; establishes long term and short term strategies; monitors, evaluates and assures timeliness and effectiveness of programs and services; may participate in lobbying activities specific to managed programs and services.

Oversees the overall administration of functions affecting assigned staff; participates in recruitment and selection activities for fulltime, part-time or contract staff; reviews and monitors overall staff performance and program deliverables; assigns special projects and distributes work load; evaluates staff performance and makes recommendations affecting contract continuance, job retention, advancement, discipline and discharge.

Directs and participates in the development and delivery of curricula and technical training provided to targeted student populations and association members in all areas of specialized programs, legal issues, trends, prosecutorial practices and methods; performs legal and case research and analyzes current issues for targeted training; analyzes experience levels of students and tailors course content; may coordinate with various affiliate organizations; assures availability of professional staff and resources to promote and further the interests of affiliates; negotiates with contract faculty, trainers and professionals and establishes agreements to deliver onsite and off-site courses.

Prepares and recommends annual program operating budgets; prepares grant applications; monitors status of various grant and foundation funding sources, ensures timely reporting of fund utilization; organizes fund raising activities; monitors financial status of program(s) to assure compliance with fiscal guidelines and fiduciary responsibilities; establishes fee structure related to tuitions, publications, etc.

Develops and implements various processes and procedures related to the delivery of courses, program services and technical assistance; directs the collection and maintenance of data measuring the effectiveness of programs, courses and training; evaluates student admission practices and procedures, course registrations, scholarship awards, curriculum content, etc.; performs various quality control functions to ensure compliance with established standards and organizational requirements; ensures compliance with various state CLE guidelines; maintains effective working relationships with various agencies and involved organizations, i.e., ABA, ACTL, DOJ-EQUUSA, BJA, OJP, etc.; participates in national working groups, coalitions or boards; conducts classroom tutorials; serves as a trainer and course presenter participating in various educational events, conferences, workshops, etc.; responds to technical assistance requests related to general trial advocacy or program specific issues.
Oversees various marketing initiatives to promote and expand the delivery of education programs and technical assistance; coordinates marketing team efforts in the development of creative advertising campaigns utilizing traditional approaches and multimedia; incorporates various onsite, centralized, and distance education vehicles as needed to cater to the needs and interests of program participants and students.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
   A. Graduation from college with a doctor of Jurisprudence degree (JD);

   AND

   B. Ten to fifteen (10-15) years of progressively responsible experience in criminal prosecution;

   OR

   C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

   Thorough knowledge of rules of evidence; criminal case law; trial and courtroom practices, processes and procedures; managerial, operational, political, community and economic issues related to or affecting legal/criminal prosecution; legislative processes of state and federal government; laws, policies and regulations governing the criminal prosecution; principles of supervision; organizational communication, design, and motivation techniques; business and technical writing; professional requirements related to the retention of law licenses and the educational standards related to CLE courses and training. Considerable knowledge of copyright laws; professional fund accounting standards and ethics; generally accepted accounting principles established by AICPA and GASB; internal control principles and methods of application; laws and regulations pertaining to financial reporting; budgetary principles; creative problem solving processes and facilitation methods; political environment associated with intergovernmental criminal justice programs. Working knowledge of computer applications (MS Word, MS PowerPoint, Adobe Acrobat, litigation software), marketing methods, and information technologies; legal guidelines related to lobbying processes and methods.

   Ability to implement budgets; plan, organize, direct and supervise the work of subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with elected officials/prosecutors, legislators, executives, administrators, managers, boards, department heads, employees and the public.

3. Special Qualifications:

   Must be licensed to practice law.

4. Work Environment:

   Incumbent of the position generally performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular travel required in normal course of job performance.

   Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

   ___________________________ have reviewed the above job description. Date:________________________

   (Employee)