

ASSISTANT DIRECTOR-HCRC

DEFINITION

Under policy direction, manages the administrative, operational, and financial functions of the Habeas Corpus Resource Center (HCRC) and all related administrative support activities; performs related work as assigned.

CLASS CHARACTERISTICS

This is the management-level class responsible for managing personnel, programs, and budget within organizational and policy confines while ensuring accomplishment of organizational goals and objectives. This class is distinguished from the Executive Director-HCRC in that the latter is the chief executive for the agency and serves as its appointing authority and chief spokesperson.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, manages, reviews, and evaluates programs; develops and implements goals, objectives, policies, procedures, and work standards for assigned programs.
- Plans, organizes, administers, reviews, and evaluates the work of assigned staff.
- Supervises assigned staff and provides for the selection, training, professional development, and discipline of staff.
- In conjunction with the Executive Director, develops and/or revises administrative policies and procedures; and develops, administers, and monitors the budget of the HCRC.
- In conjunction with the Executive Director, tracks assessments of legal program costs and case needs and incorporates them into budget projections and requests.
- Reviews and approves various vouchers for expenditures, including travel reimbursements for agency staff; maintains basic accounting records; processes court-appointed counsel fee claims; works with the Administrative Office of the Courts (AOC) to ensure compliance with state budget directives.
- Manages various administrative support services for the HCRC, such as purchasing; business services including telephone systems, fax capability, and mail and duplicating services; human resources; and information systems.
- Reviews and approves requests for and procures equipment and supplies; selects products and vendors, as necessary, through a bidding process; manages contracts with outside vendors.
- Coordinates facility and space planning and acts as liaison with building management regarding a variety of issues.
- Coordinates and prepares special management reports and assessments of legal programs and case representation, including the annual report.
- Drafts memoranda, correspondence, and other documents for submission to the HCRC Board of Directors, the AOC, the courts, the Legislature, and other parties as required.

- Identifies operational problems, considers alternatives, and recommends solutions.

- Coordinates security, safety, and emergency preparedness.
- When requested, represents the HCRC to internal and external customers, including the other branches of government, on issues pertaining to the HCRC.
- May act as a liaison to the California Appellate Project, Office of the State Public Defender, and other state and federal entities involved in representation of death-sentenced inmates.
- In conjunction with the Executive Director and Deputy Directors, assesses administrative and support needs and facilitates the assignment of support staff as needed.
- Administers and facilitates in-house and statewide training seminars.

WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Work evening and weekend hours.
- May be required to travel as necessary.

QUALIFICATIONS

Knowledge of:

- Principles and practices of effective law office management and administration, including goal setting; employee development; program development, implementation, and evaluation; and the supervision and management of employees, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles and practices of public administration, including budget development and administration, human resources, business services, information systems, accounting, and other office and administrative practices and procedures.
- Principles of project and legal case management.
- Basic legal practices and procedures, including basic principles of representation of death-sentenced inmates in habeas corpus proceedings.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and databases.
- Correct business English.
- Principles and techniques of preparing effective oral presentations and a variety of effective written materials.

Ability to:

- Develop and implement HCRC administrative programs, policies and procedures, goals, objectives, and work standards.
- Manage programs and staff, often through subordinate supervisors.
- Translate goals, objectives, and policies into day-to-day operations.
- Develop and direct effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Develop and administer the HCRC budget in conjunction with the Executive Director.

- Apply effective methods of office administration in the areas of purchasing, human resources, budgeting and accounting, information systems, and other business services related to the operation of the HCRC.
- Analyze policy issues and present statements of facts, law, policy, and argument clearly, concisely, and logically in both written and oral form.
- Maintain fiscal, legal, and statistical records, and prepare necessary summaries and reports.
- Use initiative and independent judgment within general policy guidelines.
- Apply problem-solving and conflict resolution methods and techniques.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Effectively negotiate program and policy service agreements with outside entities.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and databases.
- Communicate effectively orally and in writing.
- Interact effectively with attorneys, agency staff, the State Bar, the Legislature, and the public.
- Exercise tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree preferably in public, business, or legal administration and six years of professional-level administrative experience, including a minimum of two years of legal office management experience.

A master's or law degree may be substituted for two years of general administrative experience.