



**Lafayette Parish
Criminal Justice Coordinating Committee (CJCC)
Job Description - Executive Coordinator**

Job Title

Executive Coordinator

General Statement of Work

Under limited supervision, the CJCC Coordinator performs professional and technical work in support of the Criminal Justice Coordinating Committee.

Work involves planning and meeting facilitation, data and policy analysis, research, oral and written presentation of material, management of long and short-term projects of high complexity, collection and distribution of information, and consultation to entities in the local criminal justice system. Employee has frequent contacts with local and state elected officials; judges; municipal, county, and state department heads; community-based professionals; parish residents; clients in the justice system and their families; victims; and the media.

While the position works for the entire Coordinating Committee the position reports to the Lafayette Consolidated Government (LCG) Chief of Staff operationally, and is an employee of the LCG.

Minimum Qualifications of the Position

A bachelor's degree in a relevant field such as social or behavioral science, statistics, law, criminal justice, public administration, business administration, public policy or political science, and a minimum of 3 years of related experience; or any equivalent combination of related education, training, and experience.

An equivalent combination of education and experience may be substituted.

Essential Job Functions and Duties

System Coordination Facilitation

- Drafts meeting agendas, strategic planning documents, and bylaws
- Facilitates, leads or attends all Coordinating Committee or Subcommittee meetings
- Creates agendas and leads groups through agendas

- Manages the learning and practice of systemic, coordinated, strategic policy planning among heads of local justice system agencies
- Helps CJCC members understand the importance, content, and process of systemic policy planning
- Provides a structured process for addressing issues
- Helps the CJCC maintain a systemic focus over time and manages timelines for addressing issues strategically and with defined start and stopping times
- Facilitates two-way communication between the committee and all other justice system programmatic or operational committees (e.g., boards or task forces and other stakeholders)
- Keeps records and documentation of proceedings and the committee's achievements
- Writes grants or assists agencies in writing grants that promote the committee's work (on a limited basis)
- Manages contractors and other office staff

Research and Analysis

- Gathers pre-existing data from published sources or local agencies' computer information systems
- Compiles and analyzes local data on trends and makes forecasts
- Monitors new policies and legislation and forecasts their potential impact at the state and local levels
- Performs process and outcome evaluations of programs and policies
- Finds and distributes information on evidence-based or best practices, published statistical reports, and locally generated analysis

Presentation and Instruction

- Presents complex data and information in simplified and easily understood formats using tables, graphs, or other visual aids, and explains theoretical concepts in simplified terms
- Assumes, when necessary, a moralistic role when presenting new concepts or information
- Trains justice system personnel in data collection and program evaluation methods, and presents new concepts or information

Project Management

- Plans, coordinates, and achieves all components of projects from beginning to end
- Meets projects' requirements such as deadlines, budgets, and quality standards
- Produces deliverables and maintains a highly organized records system
- Provides information about specialized content areas
- Makes data based, best practice recommendations to committee members on making programmatic or operational improvements.
- Conducts customized analyses of agency-specific data and presets summary reports

Abilities, Skills, Knowledge

Abilities

- Think independently, rationally, analytically, and critically
- Relate effectively to a variety of professionals and other individuals in a variety of contexts
- Motivate self and others to pursue and accept change to the status quo, when appropriate
- Tactfully manage the concerns of policymakers who sometimes have competing priorities
- Empathically listen to others
- Maintain a systemic perspective of the justice system

Skills

- Conduct original research using the scientific method
- Collect and synthesize existing and relevant research literature
- Apply principles of the scientific method to research and analytic activities
- Analyze data using statistical procedures and tests
- Perform research, analysis, and writing
- Clearly and concisely communicate complex ideas orally and in writing
- Use word processing, spreadsheet, database, presentation, statistical, e-mail, and Internet software applications
- Develop and maintain electronic or paper documentation of short and long-term projects in an organized manner
- Consistently meet deadlines
- Convey to stakeholders a sense of professionalism, neutrality, and technical expertise
- Solicit and supervise the work of outside contractors for special projects or activities, when needed
- Combine new information and data with existing information and data to inform recommendations for future actions
- Apply individual and group problem-solving and decision-making processes to novel situations
- Establish and maintain effective working relationships as necessitated by work assignments
- Perform duties with a minimal level of supervision

Knowledge

- Apply supervisory approaches (if supervising other staff)
- Be aware of the purpose, structure, and funding sources of government agencies at the municipal, parish, and state levels
- Know the case processing of defendants, offenders, victims, and clients in the criminal and juvenile justice systems
- Interface among governmental and service agencies both within and outside of the justice system (e.g., social services or education system)

- Know local criminal and juvenile statutes
- Reference theories of criminology, and history, assumptions, and processes of the criminal and juvenile justice systems
- Understand evidence-based practices in adult corrections, prevention and treatment of violence, criminal behavior, mental health and substance use
- Know the history, models, and principles of public administration and policy
- Apply techniques for effective group facilitation and presentation

Type of Work Environment

Work for this position is performed in an office environment.

How to Apply:

Interested candidates should submit a resume and cover letter to applicant@lafayettega.gov. Include "CJCC Coordinator" in the job interest subject line.