

## Assistant Division Director

The ability to manage deadlines and maintain maximum availability and flexibility with work schedule to get the job done is required of the position. The applicant will also be required to work well with others and can build and maintain long-term positive internal and external working relationships. Specifically, it is anticipated that the job duties will be appropriated in the following manner:

- Policy Development and Project Coordination responsibilities, including
  - Gathering and analyzing criminal justice data from internal and external sources,
  - Writing policy material for publication and speech writing for the County Attorney,
  - Strategic planning and working with and coordinating with stakeholders to translate policy initiatives into action plans
  - Coordinating legislative initiatives undertaken by the office, including coordinating with policy makers and staff and tracking such initiatives
  - Coordinating other special projects and initiatives related to the work of the office as directed by the County Attorney
- Community Outreach and Engagement responsibilities, including
  - Representing or staffing the County Attorney on external committees as assigned
  - Building and maintaining relationships with schools, cities, and community and criminal justice partners
  - Coordinate with PIO on communication strategies internally and externally
- Budget development and management
  - Strategic thinker focusing on budget planning support to drive organizational objectives through financial foresight, clear communication, and collaborative, data-driven decision-making.
  - Understands the organization's vision, mission, and long-term objectives to guide financial decisions
  - Able to define strategic priorities and able to translate them into financial targets and performance tracking
  - Able to anticipate future opportunities and challenges

