

PUBLIC DEFENDER PROGRAM MANAGER

JOB DESCRIPTION

Classification Responsibilities: The Public Defender Program Manager performs professional work to plan, direct, and manage the Public Defender program and functions as a Public Defender as needed. The Program Manager is responsible for the direct oversight of the contract Public Defenders and for ensuring quality and consistency of services, and may supervise para-professional or administrative staff, in addition to contract Public Defenders. Duties include: awarding and terminating public defender attorney contracts; facilitating contractor onboarding and training; reviewing and updating contracts for renewal on an annual basis, measuring contractor service/performance through courtroom observation, feedback from City Court personnel, and other related parties; resolving complaints regarding public defender contractors; and ensures program compliance with governmental regulations, and related rules and requirements. This position may also work with other government agencies to facilitate the exchange of information with the public defender contractors. The Public Defender Program Manager also serves as a Public Defender as needed, which involves representing criminal defendants in all stages of criminal proceedings including jury trials.

Administrative duties may include: creating, evaluating, and implementing policies and procedures regarding the program; reconciling and approving contractor invoices; and reviewing proposed legislation and reacting to legislation changes related to public defense. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Public Defender Program Manager works on-site at the Mesa Municipal Court and receives general supervision from a Deputy City Manager who reviews work through conferences and meetings. The program management requires extensive exercise of initiative and independent judgement and the ability to effectively interact with attorneys, the public, the City Court, employees in other City departments, and other government agencies. Work is performed in accordance with City standards and practices of the legal profession. This position is physically located in the Municipal City Court and is expected to perform work on-site. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from a school of law, accredited by the American Bar Association, with a Juris Doctor Degree. Extensive (5+ years) experience performing criminal litigation. Good (1 - 3 years) as a criminal defense attorney.

Special Requirement. Active membership in the Arizona State Bar Association. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Good (1 - 3 years) supervisory experience in a law or government office. Extensive experience as a criminal defense attorney involving misdemeanor criminal defense in a municipal court setting

ESSENTIAL FUNCTIONS

Communication: Effectively communicates with the contracted attorneys, the public, the City Court, employees in other City departments, public defense related organizations or associations, and other governmental agencies regarding contractor performance, court related situations, public defender contracts, policies and procedures, invoicing, new or pending legislation, and process coordination. Defends clients in City Court by attending hearings, notifying clients of court dates, arguing relevant issues and case law, presenting mitigating factors, conducting direct and cross examination of witnesses, making and meeting objections, and introducing evidence. Presents mitigating factors, documentation, and other relevant information. Advises clients on a wide range of direct and collateral consequences of criminal prosecution. Works with contract attorneys and court Managers to research and resolve any invoice discrepancies. Deals tactfully and effectively with the public, including citizens making complaints. Shares information with Deputy City Manager as appropriate regarding management of the Public Defender program. Instructs and/or trains contracted attorneys regarding the City's Public Defender Program policies, procedures, and processes.

Manual/Physical: Monitors and evaluates performance of contract attorneys in the courtroom. Presents cases in the courtroom as needed. Participates in public defense associations or groups. Operates a computer and variety of standard office equipment to prepare case related documents, enter data or information or perform calculations, and produce reports and other written documents. Meets scheduling and attendance requirements.

Mental: Supervises and evaluates the work of subordinate personnel working in the Public Defender Program. Applies legal principles and knowledge to evaluate contract attorney performance and to represent clients as a Public Defender. Prepares and edits contracts and other written documents for contract attorneys. Develops program policies and procedures as well as short- and long-term objectives. Reviews contractor invoices and compares with Court assignment reports. Reviews proposed or recent legislation changes and prepares summaries or analyses to share with Deputy City Manager, contract attorneys, and/or other City personnel. Coordinates work activities with other City departments and/or other agencies. Comprehends and makes inferences from written material. Resolves problems and conflicts involving subordinate personnel and/or contract attorneys. Prioritizes work assignments. Supervises and evaluates the work of a professional staff. Learns job related material through training classes and seminars.

Knowledge and Abilities:

Knowledge of:

legal terminology, principles, procedures, forms, and documents used in legal public defense work; standard legal references and their contents;

procedures, functions, and interrelationships of the criminal justice system;
principles, practices, and methods of employee and contractor supervision, training, and evaluation;
governmental and service contract requirements; and
the general principles and practices of municipal accounting.

Ability to:

effectively manage contracted attorneys and/or personnel;
effectively represent clients as a Public Defender;
effectively communicate with individuals in difficult situations;
write clearly and concisely, and give oral and written presentation of ideas;
evaluate and develop program policies and procedures;
exercise sound independent judgment; and
establish and maintain effective working relationships with City officials, department managers,
coworkers, citizens, and other government officials.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/18

EO/js/aa

CS5913.docx (Full-time) PAY GRADE: 60

CS5914 (Part-time) PAY GRADE: 60

EEO-Prof IND-8820

JOB FCTN-LEG SWORN-No

INCREMENTS 43-200