



Circuit Court for Prince George's County  
**Deputy Director of the Family Justice Center (G-27)**

<b>SALARY</b>	\$38.46 - \$43.27 Hourly \$80,000.00 - \$90,000.00 Annually	<b>LOCATION</b>	MD, MD
<b>JOB TYPE</b>	Full-Time (Grant Funded)	<b>JOB NUMBER</b>	19-00127
<b>DEPARTMENT</b>	Family Justice Center	<b>OPENING DATE</b>	08/29/2023
<b>CLOSING DATE</b>	9/12/2023 11:59 PM Eastern		

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### Nature and Variety of Work

Under the supervision of the Director of the Prince George's County Family Justice Center (PGCFJC), the Deputy Director serves as a member of the PGCFJC's management team and will provide direct oversight and guidance to the PGCFJC program staff, serves as the primary point of contact for on-site partners, assists with grant funding and data evaluation.

### Examples of Work

#### MANAGEMENT

- Assists the Director with the day-to-day operations of the PGCFJC and/or resolves issues of the PGCFJC in his/her absence.
- Provides regular supervision to the PGCFJC program staff in their daily assignments of screening clients seeking services at the PGCFJC.
- Manages the implementation of the PGCFJC operational policies and procedures and works with on-site partners to modify procedures as needed.
- Assists in program evaluation and data collection at the PGCFJC.
- Assists the Director of PGCFJC in identifying agency goals, establishing program priorities, and evaluating the utilization of personnel and equipment toward goal fulfillment.
- Conducts research relating to current or anticipated operations, with research results directed toward improving the PGCFJC efficiency.

#### OUTREACH

- Develops and executes an outreach plan to reach targeted constituencies throughout Prince George's County.
- Participates in exhibits, workshops, promotions, and conferences to promote community awareness of the PGCFJC and its volunteer program.

#### COMMUNITY ENGAGEMENT

- Identifies and cultivates relationships with allied professionals civic business, religious, and community organizations to foster positive working relationships with the PGCFJC.
- Agency Circuit Court for Prince George's County Address Develops and promotes opportunities for broader community engagement with special events, projects, and other activities undertaken by the PGCFJC.

## VOLUNTEER

- Develops the implementation of recruitment, onboarding, and orientation processes for volunteers.
- Manages on-site volunteers and finds replacement staff as needed.
- Supports the engagement of current volunteers in outreach efforts, including proposing specific volunteers and potential roles they can serve.

## MARKETING

- Encourages interest and participation in the PGCFJC using direct outreach and marketing methods to local groups, institutions, and organizations to increase awareness of PGCFJC.
- Assists with developing and refining recruitment, outreach, and marketing materials.

## TRAINING

- Conducts training/seminars for targeted populations, including teens and other vulnerable populations, to enhance education and awareness of domestic violence and signs of abuse.
- Conducts quarterly training with volunteers to address specific areas of need and to ensure awareness of PGCFJC policies, procedures, and emerging issues.
- Assists in organizing and delivering regular in-service training for all PGCFJC staff, partners, and volunteers.

## GENERAL

- Responds promptly to inquiries and requests from the Director and partner agencies.
- Attends pertinent meetings and training as requested by the PGCFJC Director.
- Works as a team member with other partners co-located in the PGCFJC.
- Performs other job-related duties and responsibilities as deemed necessary.

## **Minimum Qualifications**

Bachelor's Degree in liberal arts, one of the social sciences, or public or business administration, plus three (3) years of progressively responsible experience in government or business. At least one (1) year of this experience should have involved supervising a high-level administrative staff or an equivalent combination of education and experience.

Proficiency Qualifications: Training and/or public speaking experience preferred. Proficient in MS Word, Outlook, Excel, Publisher, and social networking software. The incumbent demonstrates a commitment to the mission of the PGCFJC.

## **Additional Information**

**Funding Source This position is 100% grant-funded.**

**Background Check: All applicants are subject to a background check.**

The Circuit Court for Prince George's County is a drug-free workplace and an equal-opportunity employer committed to diversity in the workplace. We do not discriminate based on race, color, religion, age, sex, marital status, national origin, physical or mental disability, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

A request for ADA accommodations for interviews should be made at the time of notification of the interview.

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### **Agency**

Circuit Court for Prince George's County

### **Address**

14735 Main Street  
Room M2407  
Upper Marlboro, Maryland, 20772

**Phone**

301-952-3708

**Website**<https://www.princegeorgescourts.org/>**Deputy Director of the Family Justice Center (G-27) Supplemental Questionnaire****\*QUESTION 1****Which of the following best describes your level of completed education?**

- Master's Doctorate
- Bachelor's Degree
- Associate Degree
- Some College
- High School Diploma or G.E.D

**\*QUESTION 2****If you responded "Some College," how many credit hours have you earned?****\*QUESTION 3****Do you have program management experience? If so, please provide the employer's name and dates of employment associated with this experience. Please do not enter "See Resume."****\*QUESTION 4****Please select your field of study.**

- Liberal Arts
- Social Science
- Public/Business Administration
- Other
- N/A

**\*QUESTION 5****How many years of experience do you have managing operating programs, projects, and tasks?**

- 3 or more years of experience.
- 2 years, but less than 3 years of experience.
- 1 year, but less than 2 years of experience.
- Less than one (1) year of experience.
- I have no working experience in managing operating programs, projects, and tasks.

**\*QUESTION 6****Describe in detail your working experience in operating programs, projects, and tasks; include the employer's name and dates of employment. Please do not type "See Resume". If you have no experience, enter "N/A."****\*QUESTION 7****How many years of supervisory experience do you have?**

- 3 or more years of experience.
- 2 years, but less than 3 years of experience.
- 1 year, but less than 2 years of experience.
- Less than one (1) year of experience.
- I have no supervisory experience.

**\*QUESTION 8**

**Describe in detail your experience working as a supervisor; include the employer's name and dates of employment. Please do not type "See Resume". If you have no experience, enter "N/A."**

**\*QUESTION 9**

**How many years of working experience do you have in training and public speaking?**

- 3 or more years of experience.
- 2 years, but less than 3 years of experience.
- 1 year, but less than 2 years of experience.
- Less than one (1) year of experience.
- I have no working experience in training and public speaking.

**\*QUESTION 10**

**Describe in detail your working experience in training or public speaking; include the employer's name and dates of employment. Please do not type "See Resume." If you have no experience, enter "N/A."**

\* Required Question