

EXECUTIVE DIRECTOR POSITION

Counsel for Defense of Chelan County is a private non-profit public defense law firm located in Wenatchee, Washington. We provide representation to indigent individuals who appointed an attorney in a wide range of cases. Chelan County is in the heart of Washington State and averages more than 300 sunny days each year. Chelan County offers unlimited outdoor opportunities as well as a thriving arts/entertainment community.

Counsel for Defense of Chelan County seeks an experienced executive with a strong background and diverse expertise in public defense issues and policies. The Executive Director must have strong administrative skills to manage, administer and execute public defense efforts that provide quality legal representation to court-appointed clients.

The Executive Director reports to the Board of Directors with expert guidance and advice regarding programs; ensures the mission and goals of the Firm are carried out; and proactively promotes the Firm's goals and mission. As an energetic and passionate leader, the Executive Director must advance the Firm's mission and build strong alliances; as well as develop and implement long range plans to further public defense.

The Executive Director must be an exceptional leader, manager, relationship builder, and educator who is familiar with the issues, opportunities and challenges associated explicitly with public defense issues.

The Executive Director position requires exceptional skills in writing, public speaking and presentation; in building positive relationships, partnerships with stakeholders and interest groups; and establishing effective and strong working relationships.

This is an appointed, "at-will" position and serves at the pleasure of the Board of Directors.

DIRECTOR RESPONSIBILITIES

- Establishes office policies, procedures, protocols, professional standards, schedules and timelines. Identifies resource needs and ensures their availability.
- Plans, organizes and manages assigned staff and work activities to ensure efficient operations. Selects, trains, supervises, and evaluates staff.
- Develops plans and processes to facilitate organizational decision making.
- Prepares and administers a sound budget that complies with auditing standards and principles.
- Responsible for the operating budgets, ensuring financial and accounting controls, and sets up annual programs and other programs to best utilize grants and future resources.
- Fosters effective communication with interest groups on committee-related and/or legislative issues, and works to build relationships with other agencies with common interests and concerns.
- Actively represent criminal defendants charged with the most serious offenses.

THE IDEAL CANDIDATE

The successful candidate must be able to understand and work within the vision of the Board of Directors and value team success. All candidates are expected to be superior communicators with strong interpersonal skills, have a general knowledge of County government, and a thorough knowledge of state and federal requirements and legal issues. The candidate shall have the ability to develop long-range plans, analyze information, supervise staff, and establish and maintain effective working relationships with individuals and groups involved in developing policies.

Ideally, the candidate will have an extensive and diverse background in the public defense arena and be well connected and respected in our community and profession. We require someone skilled with progressive management practices, the ability to foster staff and provide a supportive work environment where staff can work independently while being accountable for their areas of responsibility. The Director's management style must be team-oriented and collaborative, and he/she must be willing to roll up his/her sleeves and pitch in. He/she will be approachable, will establish an atmosphere of mutual respect and cooperation within the organization, be receptive to new ideas, encourage innovation, and have a positive attitude.

COMPENSATION Counsel for Defense of Chelan County offers a monthly salary of \$11,531.75. The firm pays for employees' medical, dental, vision and disability insurance. Other benefits include a 3% match paid into a Simple IRA account, 10 paid holidays per year and paid vacation and sick time.

QUALIFICATIONS

Must have graduated from an accredited and recognized school of law. Must be a member of the Washington State Bar Association in good standing.

Ten years or more of practice as an attorney with at least six years demonstrated ability in criminal law. Significant felony trial experience is required. Three years of supervisory experience at a senior management level.

Ability to utilize a personal computer and related software packages.

Current Washington State Driver's License or have requested and obtained an appropriate accommodation.

Must successfully pass a criminal background and reference checks.

Knowledge of: Principles, practices, theories and techniques of public defense, program management, supervision, financial management; applicable laws, rules, and regulations as applied to the firm's operations; and team building and customer service concepts and techniques.

Skilled in: Determining priorities; making critical decisions; working with various interest groups; defining, evaluating, recommending and implementing alternative solutions to complex problems; developing initiatives, managing projects, and contributing to long range strategies; developing, writing, and administering policies, procedures, contracts and proposals; managing and supervising an integrated team of professionals to meet the firm's mission and goals; researching and interpreting laws, policies and regulations; providing public testimony, giving presentations, and facilitating meetings; developing budgets and tracking revenues and expenditures; establishing and maintaining effective interpersonal relationships; being an effective communicator, both orally and in writing, a good listener, and be able to work well with clients, elected officials, management, staff, stakeholders, and the general public.

TO APPLY

To apply please send your resume and at least three references along with a cover letter to Paul Kube, President of the Board of Directors, at Paul@LacyKane.com. In your cover letter, please touch on the following: (1) your experience managing a public interest law firm, (2) your trial practice experience, and (3) your commitment to and experience working on issues of public defense.

Applications must be received no later than September 15, 2017.

If you have any questions, please contact:

Paul Kube at the email address listed above or Keith Howard at khoward@cdooc.com.

Equal Opportunity Employer

It is the policy of Counsel for Defense of Chelan County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation or disability.