

**Alaska Court System  
Class Specification**

**ADMINISTRATIVE PROGRAM MANAGER 1**

Range: 14

SOC: 13-1111

EEO4: 02

Class Code: C3129

**Definition:**

Administrative Program Manager 1 is the entry level in the series in which incumbents perform professional-level administrative work for the Therapeutic Courts that regularly requires financial management, budget analysis, problem solving, program management, and data collection.

**Distinguishing Characteristics:**

Administrative Program Managers perform professional-level work for the Therapeutic Courts such as program management, budget development, accounting and financial management, and procurement/purchasing. The work requires analytical ability, judgment, direction, and personal responsibility in the application of a substantial body of knowledge of the principles, concepts, and practices of administrative support. The Administrative Program Manager 1 is the entry level at which the incumbent receives focused training in order to independently perform higher level work.

Administrative Program Manager positions may be flexibly-staffed. Progression to the higher level may occur when the incumbent: 1) successfully completes a specified training plan; 2) meets all other specified terms of the flexible staffing agreement; 3) meets the minimum qualifications of the higher level; 4) is certified by the supervisor as capable to perform at the higher level; and 5) is approved the Human Resources Department.

**Supervision Received:** An Administrative Program Manager 1 works under the general supervision of the Therapeutic Courts Program Coordinator.

**Supervision Exercised:** An Administrative Program Manager 1 does not have ongoing supervisory responsibilities such as hiring, evaluating, approving leave, disciplining, or responding to grievances, but may assist with the training of Therapeutic Court personnel in financial management processes and procedures.

**Independent Judgment:** An Administrative Program Manager 1 frequently exercises a high degree of initiative and independent judgment in order to maintain fiscal and procedural responsibility.

**Complexity of Tasks:** An Administrative Program Manager 1 gathers and analyzes facts; recommends and implements solutions; develops systems or procedures; and drafts reports for the Therapeutic Courts Program Coordinator.

**Examples of Duties:**

Maintain files and records for the Therapeutic Courts Program Coordinator.

Keyboard and compose correspondence and memoranda.

Design, format, and distribute publications for the Therapeutic Courts to include flyers, certificates, and invitations.

Create, maintain, and analyze surveys for the Therapeutic Courts.

Set up log-in accounts for toxicology labs software for Therapeutic Courts and Alcohol Safety Action Program (ASAP) staff.

Assist with Therapeutic Courts research projects, including data entry.

Ensure that needed supplies, equipment, and services are available to the Therapeutic Courts on a timely, economical basis. Maintain the supply of drug testing kits and distribute as required to court locations.

Collect, review, process, and track bills for Therapeutic Court-related activities.

Provide control and editing of purchases to ensure conformity with established purchasing regulations.

Ensure that all Therapeutic Court procurement activities conform to Alaska Court System procurement guidelines and other appropriate regulations, policies, and procedures.

Maintain spreadsheets to track costs for each court and for specific grants.

Track the status of contracts for Therapeutic Courts and advise the Therapeutic Courts Program Coordinator when contracts are up for renewal.

Compile cost information from all courts for budget, grant, and contracting.

Provide financial projections, trends, cost analyses, and recommendations to the Therapeutic Courts Program Coordinator.

Conduct research that may require selecting and accessing multiple information sources, or contacting sources to obtain correct or missing information.

Collect data and produce monthly, annual, and ad hoc reports. Compile reports from all Project Coordinators and put the information into comprehensive reports for review by the Therapeutic Courts Program Coordinator.

Respond to questions or requests for information; gather requested information, data, and statistics.

Coordinate, with the Therapeutic Courts Program Coordinator, all aspects of bi-yearly Therapeutic Court training for judges, staff, and external agencies.

Serve as the point of contact for the centralized competency calendar. Track cases and communicate with parties. Coordinate with Judicial Services, Alaska Psychiatric Institute, and the Department of Corrections.

**Knowledge, Skills, and Abilities:**

The Administrative Program Manager 1 requires knowledge of:

- Alaska Court System and Therapeutic Courts processes, policies, and procedures.
- Financial monitoring, purchasing/procurement, inventory, accounts payable, accounts receivable.
- Management policies and procedures of the Therapeutic Courts.
- Standard office practice, procedure, software, and equipment.
- Computer systems and software used for tracking expenditures and revenues, procurement, and inventory management.
- Proper English grammar, composition, spelling, and punctuation.
- Correspondence and keyboarding formats.

The Administrative Program Manager 1 requires skill in order to:

- Analyze data and determine its significance.
- Make sound decisions and recommendations regarding office policies and procedures.
- Interpret and apply a variety of rules, regulations, and instructions.

The Administrative Program Manager 1 requires the ability to:

- Function with a high degree of independence and initiative.
- Perform professional-level assignments independently.
- Analyze situations accurately and take effective action.
- Use computer information systems, standard and specialized office software and database applications, including at a minimum spreadsheets and word processing.
- Gather and analyze data, reason logically and accurately, and draw valid conclusions.
- Work on multiple projects with overlapping or conflicting schedules.
- Speak and write clearly and effectively.
- Establish and maintain cooperative working relationships with others.

**Minimum Qualifications:**

A bachelor's degree from an accredited college in any field.

OR

A paralegal certificate

AND

Two or more years of experience providing administrative support to a business or organization. This includes service as a Court Case Manager, Administrative Assistant, Clerk of Court, Chief Deputy Clerk, Court Supervisor, Accounting Technician, Procurement Specialist, or similar administrative classes with the State of Alaska or the equivalent with another employer.

OR

A high school diploma or General Educational Development (GED) certificate

AND

Four years of experience providing administrative support to a business or organization. This includes service as a Court Case Manager, Administrative Assistant, Clerk of Court, Chief Deputy Clerk, Court Supervisor, Accounting Technician, Procurement Specialist, or similar administrative classes with the State of Alaska or the equivalent with another employer.

OR

Any combination totaling four years of education from an accredited college AND experience providing administrative support to a business or organization. This includes service as a Court Case Manager, Administrative Assistant, Clerk of Court, Chief Deputy Clerk, Court Supervisor, Accounting Technician, Procurement Specialist, or similar administrative classes with the State of Alaska or the equivalent with another employer.

**Note:** This position is in the partially-exempt service; the incumbent serves "at-will" to the appointing authority.

07/14 – Original

08/14 – Title Change, WPA

01/15 – Revised

05/15 – Revised SOC code

04/19 – Revised

01/23 – Revised