General Statement of Duties

Manages and directs the operations of the Municipal Public Defender's Office including contributing to the development of annual and multi-year work plans and strategies; ensuring resources are available to achieve work plans; and establishing management practices and processes that ensure the accomplishment of performance standards. Handles complex municipal ordinance cases.

Distinguishing Characteristics

This class is distinguished from the Deputy Public Defender Staff which handles routine cases.

This classification is distinguished from the Deputy Public Defender Associate which handles more complex cases.

This classification is distinguished from the Deputy Public Defender Senior which handles complex cases.

This classification is distinguished from the Deputy Public Defender Supervisor who supervises and directs the day to day activities within the Office of Municipal Public Defenders and also acts as Chief Municipal Public Defender in their absence.

Guidelines, Difficulty and Decision-Making Level

Guidelines are in the form of stated mission, vision, and objectives for the organization. Work assignment is unstructured. Employee is responsible for developing, directing, and managing outcomes and multi-year strategies in order to achieve the objectives of the division. Duties performed involve weighing and evaluating multiple, complex factors requiring a high degree of judgment, analytical ability, and problem solving. Employee is responsible for managing multiple operations or functions that require developing and implementing strategies, business plans, and policies; determining required resources; defining and evaluating agency/division performance standards; and resolving complex business problems.

Level of Supervision Received & Quality Review

Responsible and accountable for driving a business strategy and achieving results for the division. Work is reviewed for soundness of judgment and conclusions, fiscal accountability, and the attainment of goals and objectives of the organization.

Interpersonal Communication & Purpose

Communication at this level is internally and externally focused. Involves establishing and maintaining effective, collaborative working relationships with employees, peers, and other stakeholders including appointed and elected officials. Provides information and negotiates solutions to business issues that have major consequences or long-term significance.

Level of Supervision Exercised

Directs a division of a department or oversees a small office or independent agency by supervising managers, supervisors, and other individual contributors.

Essential Duties

Contributes to the development of annual and multi-year work plans and strategies.
Develops and implements goals, objectives, policies, procedures, and work standards to ensure success. Prioritizes and allocates resources to achieve strategies. Utilizes resources to develop or expand services and/or operation. Ensures resources are utilized appropriately and do not exceed the established budget without approval.

Represents the Municipal Public Defender's Office in meetings with elected and/or appointed officials and other city entities. Serves as the city representative with a variety of public, business, and community organizations as well as being the primary liaison with the Presiding Judge.

Reviews attorney work product on a case-by-case basis to ensure sound legal advice, representation, and accurate/sufficient documentation. Selects, trains, develops, and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required. Initiates and maintains an attorney intern program for the Municipal Public Defender's Office.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Develops and monitors the budget and oversees financial well-being by analyzing cost effectiveness. Ensures public defender coverage for multiple courtrooms, including problem-solving courts and court sessions occurring on the weekend.

Coordinates public defender and volunteer attorney participation in off-site court sessions. Coordinates quarterly meetings of the Municipal Public Defender Commission and provides reports and information as requested. May assign contract attorney representation to cases that present a conflict of interest.

Provides guidance and advice to subordinate staff on complex hearings. Performs other duties as assigned. Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

- **Persuading and Political Influence** - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

- **Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

- **Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

- **Deciding and Initiating Action** - Takes responsibility for actions, projects and people; makes quick, clear decisions why may include tough choices, after considering risks.

- **Thinking Strategically** - Thinks strategically and promotes best practices and leading-edge ideas.

- **Financial Management** - Plans, administers, allocates, negotiates, and monitors revenue and/or expenditures to ensure cost-effective management of programs, projects and policies for functional and/or operational area(s).

### Knowledge & Skills

Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations and the democratic political process.
Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise.

**Education Requirement**

Doctor of Jurisprudence Degree or Bachelor of Laws Degree.

**Experience Requirement**

Two (2) years of supervisory experience in a criminal law setting.

**Education & Experience Equivalency**

No substitution of experience for education is permitted.

**Licensure & Certification**

Possession of a license to practice law in Colorado from the Colorado Supreme Court at the time of application or possession of license from U.S. states that have a reciprocity agreement with the state of Colorado, excluding the following states: California, Delaware, Florida, Louisiana, Maryland, Nevada, Rhode Island, and South Carolina. The preceding list of non-reciprocal admission jurisdictions is intended to be used only as a guide, as rules and regulations of every jurisdiction are subject to change at any time. Positions with the Public Defender's Office are dependent upon the rules and regulations in place at the time of application and subsequent hiring.

This job requires driving. Requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Subject to many interruptions.
Subject to long, irregular hours to include weekend hours.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position. Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Walking: moving about on foot. Hearing: perceiving the nature of sounds by the ear.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check
Education Check
Employment Verification
Licensure/Certification
Motor Vehicle Record
## Assessment Requirement

None

## Probation Period

Six (6) months.

## Class Detail

Pay Grade: L-824  
FLSA Code: Y  
Management Level: 4  
Established Date: 9/21/2018  
Established By: Lori Schumann  
Revised Date: 7/18/19  
Revised By: Ryland Feno  
Class History:  
7/18/19 RF - Updated pay grade.  
03/29/20 GT – Pay Grade, Distinguishing Characteristics and License revised.