



OREGON JUVENILE DEPARTMENT DIRECTORS' ASSOCIATION

The Oregon Juvenile Department Directors' Association (OJDDA) is recruiting for a contacted Association Management Assistant to perform a variety of support functions that require knowledge and experience in minute taking, training and conference planning, website management, and routine verbal and written communication. (See job description for complete information).

The Management Assistant will be expected to perform all required work as an independent contractor and be responsible for all federal or state taxes applicable to compensation or payments received under contract. Contractee will provide own work space, equipment and must be able to travel. Reimbursement for mileage, per diem, lodging and supplies will be based on contractual agreement.

Interested individuals can find attached:

1. Association Management Assistant Job Description
2. About OJDDA information sheet
3. Employment Application

Individuals may attach resume, letters of support, letters of interest, etc. to support the required employment application.

Questions may be directed to:

Joe Ferguson
OJDDA President
609 W 10th Street
Medford, Oregon 97501
541-774-4833

Applications and supporting documentation are to be sent to the above person and address

BY NOVEMBER 30, 2018



OREGON JUVENILE DEPARTMENT DIRECTORS' ASSOCIATION

About OJDDA

The Oregon Juvenile Department Directors' Association (OJDDA) was established in 1982 to act as an advocate for youth served by the juvenile courts of Oregon, engage in and be involved with other organizations similarly engaged in activities which are complementary or supportive in scope or nature to the advocacy for these youth, including but not limited to: a) maintenance and approval of standards of professional performance, both for the individual and the county juvenile departments, by fostering and encouraging research, education, training, and dissemination of information; b) promotion of the highest degree of skill, efficiency and professional competence among professionals working with children through a mutual exchange of knowledge, experience, and information; c) involvement in the development and implementation of policies regarding youth at the local, state, and federal levels.

Today, this advocacy continues as OJDDA has the vision to be the leading voice in juvenile justice through shaping state and local juvenile justice policy and practices by promoting public safety through reduction of juvenile crime, utilizing evidence based practices, providing leadership that creates strategic direction and providing for a fair and equitable juvenile justice system. OJDDA acknowledges the differences and honors diversity of our respective communities; promotes professional and ethical working relationships, decision making and practices; proactively communicates and effectively works with state, local and community partners; invests in professional development, implementing best practices and data driven decision; and anticipates change, capitalizing on opportunities, and identifying solutions which add value to the juvenile justice system.

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The Association is registered as a nonprofit corporation in the State of Oregon and consists of all 36 county juvenile department in the State.

VISION

The Leading Voice in Juvenile Justice

MISSION

Shaping State and Local Juvenile Justice Policy and Practices by

- ❖ Promoting: Public Safety through reduction in Juvenile Crime
- ❖ Evidence Based Practices
- ❖ Leadership that creates Strategic Direction
- ❖ A Fair and Equitable Juvenile Justice System

VALUES

Respect: Acknowledging differences and honoring diversity of our respective communities

Integrity: Promoting professional and ethical working relationships, decision making and practices

Collaboration: Proactively communicate and effectively work with State, Local and Community partners

Excellence: Investing in professional development, implementing best practices and data driven decisions

Innovation: Anticipating change, capitalizing on opportunities, and identifying solutions which add value to the juvenile justice system.

MEMBERSHIP

Every county in the State and every Native American tribe in Oregon that exercises juvenile court jurisdiction over tribal youth is eligible for one voting membership in the Association. The voting member shall be the person appointed and designated by the Board of County Commissioners or Tribe as "Director" of the county juvenile department / Tribe or, in the absence of such appointment and designation, that other person who has direct administrative responsibility for the department.

Every member county and tribe of the Association will also belong to a regional subgroup of the Association.

TRI-COUNTY REGION: Clackamas, Multnomah, Washington

SOUTHERN REGION: Coos, Curry, Douglas, Jackson, Josephine, Klamath, Lane

NORTHERN REGION: Benton, Clatsop, Columbia, Lincoln, Linn, Marion, Tillamook, Yamhill, Polk

CENTRAL AND EASTERN REGION: Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, Wheeler

BOARD OF DIRECTORS

The president, a president elect, a treasurer, past president, regional subgroup chairs, the Chair of the Training Committee, and Chair of the Legislative Committee, constitute the Board of Directors of the Association. It is the responsibility of the Board of Directors to meet as necessary and to assume the responsibility for managing the affairs of the Association between meetings of the general membership and to the extent permitted by the Oregon Nonprofit Corporation Laws.

MEETINGS

Majority of the associations business occurs within Salem, Oregon but may also occur in locations throughout the State.

The third Wednesday of each month The Board of Directors meet, usually in Salem, Oregon at the Marion County Juvenile Department.

On a quarterly basis the general membership of the Association meets at locations designated by the President.

On a quarterly basis the training committee of the Association meets at locations designated by the chair.

TRAININGS / CONFERENCE

The Association holds approximately ten trainings throughout the State annually. There is a training committee that is coordinated by a chair. There are approximately 15 trainers from county juvenile departments that provide annual training topics. Assistance with locations, registrations, rosters, materials is required.

Annually the Association holds a conference that attracts approximately 250 individuals. Each year the planning for the conference moves between each of the four regions. Assistance with locations, registrations, rosters, materials, food, lodging, etc. is required.

WEBSITE

The Associations website can be found here <http://www.ojdda.org>

CONTRACTED POSITIONS

The Associations currently contracts for a Management Assistant and a Lobbyist position. There are no other paid positions within the Association. Contracted positions perform all required work as an independent contractor and are responsible for all federal or state taxes applicable to compensation or payments received under contract. Contracted positions provide their own work space and equipment but may be reimbursed for mileage, per diem, lodging and supplies based on contractual agreements.



**OREGON JUVENILE DEPARTMENT DIRECTORS' ASSOCIATION (OJDDA)
ASSOCIATION MANAGEMENT ASSISTANT**

Definition

Under the direction, of the OJDDA President and Board of Directors to perform a variety of administrative, planning, organizing and coordinating functions.

Shall not receive any personal gain as a direct result of association business. This includes, but is not limited to: use of personal credit cards to earn rewards or miles, discounts on purchases, printing, etc. on work performed in relation to the association.

Distinguishing Features

Requires an understanding of the policies and procedures related to the association. Handles communication responses for information. Expected to work fairly independently and exercise sound judgment and initiative. Expected to be able to travel and be gone overnight at times.

Essential Position Duties

Will provide association management services to OJDDA including, but not limited to, scheduling, organizing, and logistical support for various meetings (e.g. quarterly membership meetings, monthly Board meetings, Training Committee meetings, Conference Committee planning meetings, etc.) creating and disseminating meeting agendas minutes; logistical support and coordination of the annual training conference including planning, site acquisition and cost negotiations (meeting rooms, meals, lodging rates), registration, speaker contacts and contracts- all coordinated with the regional Conference Planning Committee; maintenance and updated design of the OJDDA website to include updating and posting of member information, monthly training calendar, meeting schedules and location/logistical information, meeting minutes, annual conference registration materials, etc.; and routine communications to include preparation of an annual report in consultation with the Treasure and Board of Directors, and attend, represent the OJDDA and participate in juvenile justice related meetings as needed by OJDDA. Contractor agrees to perform the Work in accordance with the terms and conditions of the Contract.

Qualifications

A combination of education and experience that meets the needs of the association. Shall perform all required Work as an independent contractor and shall be responsible for all federal or state taxes applicable to compensation or payments received under contract.

Knowledge, Skills and Abilities

Requires a knowledge of modern office practices and procedures; business English composition, spelling and basic arithmetic. Ability to type accurately a variety of complex materials rapidly and accurately; operate office equipment and machines with accuracy and skill; understand and

follow oral and written instructions; understand, interpret and follow association procedures, rules and regulations; prioritize and organize work; make decisions independently; make fast and accurate computations; compile data and prepare reports; establish and maintain effective working relationships with those contacted in the course of work.

Standards of Conduct

Shall be courteous at all times and show respect to association members, partners agencies and the public; work to establish and maintain positive working relationships with those contacted in the course of work; be truthful and show integrity in all interactions with others; not engage in any conduct or activity that interfere, in any way, with the Association's business or with the performance of work duties; ensure that integrity and credibility is maintained and avoid situations that discredit the Association, will be conscious and aware of behavior and interactions with others; immediately report to the Association President any contact with any law enforcement agency as a suspect in any form of criminal activity, any citation or arrest for any alleged criminal activity or any conviction of any crime, whether in the State or Oregon or any other State of the United States.

Compensation

Contracted position at a rate of \$3,000 per month. Hours vary, but are estimated at an average of 20 hours per week.

Some travel expenses, including mileage and per diem costs accrued outside the city of residence, and other specific costs for materials and supplies may be reimbursed.

No benefits are paid