Mayor's Office of Neighborhood Safety and Engagement

Position: Criminal Justice Coordinating Council Manager

Reports to: Associate Director of Policy and Research

Job Summary

The Criminal Justice Coordinating Council (CJCC) Manager is responsible for systems coordination and project management for CJCC technical workgroups. The Manager works closely with stakeholders from law enforcement, legislative, judicial, and executive branches of City, State, and Federal government, businesses, institutions, and NGOs to drive data-informed, equity-based criminal justice systems change. The position requires strong alignment with City of Baltimore's and MONSE's mission, values, and strategic vision, as well as demonstrated success, sound judgment, and flexibility working in a complex, fast-paced environment. The successful candidate will deliver at least three completed workgroup projects annually.

Key Responsibilities

System Coordination and Group Facilitation

- Promote learning and practice of systemic, coordinated, strategic policy planning among heads of local justice system agencies.
- Help CJCC members understand the importance, content, and process of systemic policy planning.
- Provide members and their agencies with a structured process for addressing issues.
- Structure and lead meetings of groups, while observing group dynamics, sharing observations, and addressing conflicts.
- Maintain records and documentation of CJCC proceedings and achievements.
- Assist with grant writing that promotes CJCC work.

Research and Analysis

- Find, analyze, and distribute information on evidence-based/best practices, published statistical reports, and locally generated analyses, making forecasts where appropriate.
- Monitor new policies and legislation and forecasts their potential impact at the state and local levels.
- Perform process and outcome evaluations of programs and policies.
- Present complex data and information in simplified and easily understand formats and explain theoretical concepts in simplified terms.
- Train justice system personnel in data collection and program evaluation methods, and present new concepts or information.

Project Management and Consultation

- Plan, coordinate, and achieve all components of workgroup projects.

- Meet workgroup project requirements such as timelines, budgets, and quality standards.
- Product deliverables and maintains a highly organized records system.
- Provide information about specialized content areas.
- Conduct customized analyses of agency-specific data and creates summary reports.
- Provide recommendations for programmatic or operational improvement to increase agency(ies) performance.

Qualifications/Skills

- Bachelor's degree in political science, public policy, criminal justice, or related field and/or three years' related experience required.
- Experience managing sensitive information.
- Ability to establish and maintain effective working relationships with City officials, community and business groups and members of the public.
- Systems design orientation.
- Consistent ability to exercise sound judgment and discretion.
- Capability to negotiate and influence others.
- Experience with developing, coordinating, and managing programs, including the use of data to monitor outcomes and drive responses.
- Attention to detail and able to correlate topics and information.
- A demonstrated ability to address/resolve difficult, multi-faceted problems.
- Excellent verbal and written communications skills.
- Excellent organization skills with proven ability to meet multiple deadlines and balance numerous projects in a fast paced and changing environment.
- Collaborative and positive demeanor.
- Community-oriented attitude.
- Strong desire to make Baltimore a safer place.
- Must have the ability to synthesize, analyze, and critique effectively.
- Be a self-starter and accountable to complete tasks and drive performance with minimal oversight.
- Attention to detail and able to correlate topics and information.
- A demonstrated ability to address/resolve difficult, multi-faceted problems.
- Ability to thrive in fast-paced and sometimes high-pressure environment.
- Strong leadership track record; ability to plan, organize and direct the work of others.
- Effective communicator with strong interpersonal skills and proven ability to develop productive, positive working relationships.
- Exceptional presentation and writing skills with ability to adapt to various audiences and formats.
- Flexible and creative problem solver with result-oriented focus.
- Strong analytic and organizational skills with demonstrated attention to facts and detail.
- Ability to effectively manage multiple projects simultaneously.
- High level of proficiency in Slack, Visio, and MSOffice products, including SharePoint and MSProject.
- Previous experience in government or public sector preferred.

About the Mayor's Office of Neighborhood Safety and Engagement

Our Mission

Guided by the Mayor's vision for Baltimore and rooted in a holistic approach to neighborhood health and safety, the Mayor's Office of Neighborhood Safety and Engagement (MONSE) empowers community partners and city agencies to play a more active role in the co-production of public safety and prevention of violence through an equity-based, healing-centered, and trauma-informed approach for the benefit of all Baltimoreans.

Our Guiding Values

In everything that it does, MONSE is committed to upholding its core values of being:

- *Equity-based.* Focused on promoting justice in reducing disproportionate negative impacts of current and future policies and practices.
- *Healing-centered.* Preventing violence must be paired with repairing harm.
- *Trauma-informed.* Based on understanding and integrating knowledge about the causes and consequences of trauma.
- *Justice-oriented*. Real justice is about more than punishment; it is also about restoration, renewal, and healing from past harms.
- *Partnership-based*. Just as violence is intersectional, so must the solutions, relying on cross-system partners and partnerships.
- *Transparent.* Strong partnerships require trust; and trust demands transparency and accountability.
- *Data- and research-driven.* Relying on data and the best available experimental and experiential evidence to guide decision making.
- *Results-oriented.* Devoted to delivering impact.