

## **Planning Manager- Youth Justice Transformation (YJT)- Supplemental Job Description**

This role is a balance of relationship management, organizing details, and moving forward ideas to actions.

### **Nature of Duties**

- Support the YJT Steering Committee, including working with chairs to develop agenda.
- Develop agenda and plan all details for quarterly stakeholder convening.
- Support all sub committees including:
  - Alternatives To Detention (ATD) & Case Processing Committee
  - Eliminating Racial Disparities Committee
  - Risk Assessment Instrument (RAI) Committee
  - Data Committee
- Lead efforts to engage justice impacted youth in program design either through a Youth Advisory Council or other engagement mechanism.
- Work with data and evaluation team to ensure tracking towards long term outcomes and to monitor data trends.
- Develop workplans for initiatives connect to Youth Justice Transformation (YJT), and act as project manager ensuring workplans are followed and initiatives are implemented and evaluated.
- Managing relationships with partner agencies including judges, defense attorneys, city police departments, city attorney's, community-based organizations, and others.
- Managing relationships with key staff in:
  - Community Corrections
  - Social Services
  - Public Health
  - Ramsey County Sheriff's Office
  - Ramsey County Attorney's Office
  - Legal, risk management, procurement
  - Communications
  - Workforce Solutions
  - Housing Stability
- Leading Request for Proposal (RFP) processes and overseeing contracts for service.
- Oversee contracts for services that includes supporting vendors, monitoring services, approving invoices, and evaluating success of services.
- Develop and monitor program budgets.
- Assist in grant writing for funds to support youth justice initiatives.
- Maintain contacts with National youth justice networks and stay informed on emerged best practices and trends.