

UNION COUNTY

Job Description

JOB TITLE: EOMC Executive Director

DEPARTMENT: Sheriff's Office

APPROVED BY: _____

DATE: _____

PURPOSE OF POSITION: The Executive Director oversees the Eastern Oregon Mediation Center activities

ESSENTIAL JOB FUNCTIONS:

Screen and schedule mediation requests to include coordinate with EOMC volunteer mediators, schedule location for mediation to occur

Track mediation cases, mediator's training and funds/budgets using EOMC software

Oversee mediation case development

Recruitment and training of volunteer mediators

Plan and facilitate outreach to community, law enforcement, private business, and nonprofits.

Schedule and facilitate all facets of basic mediation training

Write and administer grants

Maintain EOMC website

Serve as liaison with EOMC advisory board, schedule and facilitate advisory board meetings as needed and to meet grant requirements

Attend Resolution Oregon quarterly meetings including networking and discussions.

Order office supplies, cleaning supplies as needed

AUXILIARY JOB FUNCTIONS:

None

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB.

JOB QUALIFICATION REQUIREMENTS:

Bachelor's degree in related field or combination of education and experience in an equivalent field

Experience in Quickbooks, Excel and WordPress software

DESIRABLE REQUIREMENTS:

Experience in mediation procedures

Experience with OMA Core Standards and Practices, OJD Court Connected Mediator Qualification Rules, and Resolution Oregon Guidelines

Familiar with Kintone software for tracking and monitoring mediation cases

SPECIAL REQUIREMENTS/LICENSES:

None

PHYSICAL DEMANDS OF POSITION:

Position requires sitting for extended periods of time. May also require extended periods of computer use, typing and looking into monitor, and using a cell phone.

WORKING CONDITIONS:

The majority of the duties are performed in a controlled office environment

SUPERVISORY RESPONSIBILITIES:

None

SUPERVISION RECEIVED:

Works under the supervision of the advisory board.