

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:

Write and administer grants, maintain program budget

Maintain all invoices and billing tasks for the program

Maintain EOMC website

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

Community Mediation intake calls and all mediation coordination tasks

Coordinate Small Claim mediations with the court

Recruiting and Retention of program volunteers

Provide community resource opportunities and trainings for program volunteers

Attend Resolution Oregon quarterly meetings including networking and discussions.

Order office supplies, cleaning supplies as needed

Able to complete a Basic Mediation Training within 9 months of hire

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 Database input

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:

Supervises the Program Manager

SUPERVISION RECEIVED:

Works under the supervision of the advisory board.