

Chief Administrator

Office of the Public Defender

The Office of the Public Defender is seeking a Chief Administrator. We're looking for an experienced manager with a passion for state service and the ability to lead a complex organization. We're seeking a candidate with strong leadership, change management, and analytical skills who has experience managing a large, complex, statewide organization.

The Chief Administrator manages administrative, legislative, and financial functions, oversees workforce and operations planning, and develops and implements public relations strategies in support of the agency's mission to ensure equal access to justice for Montana's indigent. The Office of the Public Defender is directed by Public Defender Commission and consists of four offices: The Chief Administrator Office with Central Services, State Public Defender Office, Appellate Defender Office, and Conflict Office. The Chief Administrator manages the Central Services program. The Chief Administrator is appointed by the Public Defender Commission, serving at the pleasure of the Commission.

Duties:

Management and Supervision – Manage administrative programs and supervise staff, including human resources, training, contracts, information technology, accounting, and budgeting. Manage highly sensitive public, political, and agency specific issues.

Policy and Planning – Assist the Public Defender Commission in developing and implementing statewide policies based on short and long-term strategic goals. Monitor and implement the strategic plan approved by the Public Defender Commission that supports both short and long-term goals and objectives. Develop and implement policies, procedures, internal controls, and standards which support and align with agency strategic plans.

Public Relations – Represent the Office of the Public Defender and the Public Defender Commission. Actively seek gifts, grants, and donations that may be available through the federal government or other sources to help fund the agency. Develop relationships with prosecutors, judges, law enforcement, corrections, elected officials, non-profit organizations, Commission members, and other interested parties.

Legislative Processes – Represent the Public Defender Commission and the Office of the Office of the Public Defender during legislative sessions and at interim committee hearings. Prepare and present budget information to legislative committees. Develop, seek approval, and manage a budget necessary to meet the mission of the program. Study proposed legislation to determine possible effect on matters of interest to the Public Defender Commission and the agency. Recommend legislative changes to the Commission. Confer with legislators and officials to influence passage, defeat, amendment, or introduction of legislation.

Knowledge, Skills and Abilities:

- **Demonstrate strong leadership and change management skills**
- **Possess strong relationship-building and communication skills**
- **Have extensive knowledge of personnel management**
- **Have knowledge and experience in public administration, public relations, government organization, lobbying, state budgeting, and legislative processes**
- **Possess an ability and willingness to establish and maintain effective working relationships with the public, prosecutors, judges, law enforcement, corrections, elected officials, and non-profit organizations**
- **Possess strong negotiation, analytical, problem solving, organization, and decision-making skills**
- **Ability to review and analyze business process and identify efficiencies**
- **Actively to demonstrate a commitment to the state and the mission of Public Defender system**
- **Ability to effectively manage and respond to politically sensitive and controversial issues and handle public criticism**
- **Possess knowledge of legal and court policies, procedures, practices, terminology and systems; state and federal laws, rules and regulations; principles and practices of evidence collection, trial preparation and trial**
- **Demonstrate an ability and understanding of working effectively with a governing board**

Education and Experience:

This position requires Bachelor's degree and at least 5 years of administrative level public sector management experience.

Required Application Materials:

Please submit the following documents through the [State of Montana Careers](#) website:

- **Cover letter**
- **Resume**
- **Three professional references**

Additional Information:

- This position requires a regular presence in the Butte, Montana office. However, statewide travel is also required.
- Relocation expenses are not available for this position.
- Pursuant to Montana's open meetings laws, the Public Defender Commission may review and consider application materials in open session. Once application materials are given to the Public Defender Commission, applicant names may be disclosed to the public upon request. For those applicants selected as finalists, names, and other information about the applicants' backgrounds and qualifications may be disclosed to the public through a press release.
- For further information regarding the Office of the Public Defender, see the Montana Public Defender Act (Title 47, M.C.A.)
- This position is being offered with a salary range of {Enter Salary Range} a year, commensurate with experience. In addition, this position is eligible, on an annual basis, to earn 15 days of vacation, 12 sick days, 10 holidays, as well as full health and dental benefits, life insurance, and retirement.
- The position closes {Enter Closing Date}. All application materials must be received by midnight Mountain Standard Time on the closing date.