

State Public Defender Director

Position:

The State Public Defender Director is the department director of the Missouri State Public Defender System, an independent department within the judicial branch of state government. The Director is appointed by a seven member Commission to a four year term. The Director is responsible for the overall operation and administration of the Missouri State Public Defender System. Work requires exercising oversight of an indigent defense system to insure quality legal representation of eligible persons. Position has direct responsibility for defined senior management positions. The Director must devote full time to the duties of the office and may not otherwise engage in the outside practice of law.

Essential Job Functions:

- Provides oversight of all program areas for which the system is statutorily responsible as delegated under Chapter 600 of the Revised Statutes of Missouri.
- Initiates, establishes, and implements policies, procedures, and standards for all system operations in accordance with statutory requirements, and the governing policies and limitations established by the Public Defender Commission.
- Serves as ex-officio member of the Commission without vote and shall participate in all meetings of the Commission except during discussions relating to renewal of his/her term or to his/her removal from office and such other matters as the Commission may designate.
- Provides assistance to the Commission in the performance of its statutory requirements including consulting with the Commission chair to develop the Commission meeting schedule and agendas, providing internal and external training for Commission members, and notifying the Commission of potential problems that could negatively impact the Public Defender System.
- Responsible for oversight of all functions and activities of all administrative staff. Develops programs and administers activities to achieve the purposes of the Public Defender System.
- Maintains effective relations with the Governor's office and members of the general assembly; advises the legislature concerning system programs and activities; testifies before legislative bodies regarding legislation that impacts the system and in accordance with the requirements set forth by the Commission; ensures fiscal notes are provided on a timely basis for proposals that may affect the system.
- Establishes and maintains effective relationships with the judiciary, Missouri Bar leadership, State officials, media, staff of other agencies, and the public at large.
- Participates in activities of local, state and national organizations engaged in activities related to the system's operations.
- Responsible for the development of budget requests for the system for review and approval by the Commission to accomplish the goals outlined by the Commission.
- Apprises and advises the Commission of projected needs of the Public Defender System and recommendations for changes to state laws affecting the Public Defender System.
- Selects staff, assigns work priorities and responsibilities, approves leave requests, conducts performance reviews, establishes goals, issues disciplinary

- action when necessary, and supervises the training and development of employees
- Performs other duties as necessary or assigned.

Examples of Work Performed:

- Overseeing development of and approve department policies and procedures.
- Monitoring the work product of the trial, appellate and capital divisions.
- Exercising oversight of civil litigation.
- Exercising oversight of current and future budgets which includes oversight of financial operations of MSPD.
- Meetings with deputy directors, general counsel, division directors, and other staff as needed.
- Meetings with Governor's staff, legislative leadership, judiciary, and MO Bar leadership on budget/legislative matters.
- Responding to complaints.
- Overseeing legal matters of systemic interest, i.e. writs, amicus filings and MSPD litigation.
- Attending Commission meetings.
- Educating the public and bar membership about the Missouri State Public Defender System including speaking before civic groups, at bar meetings, and other public forums.
- Serving on the Sentencing Advisory Board, Judicial Resource Commission, and other Boards as requested, appointed, or provided by statute.
- Lobbying the Governor and Legislature.
- Testifying before legislative committees.
- Communicating with leaders of prosecution organizations.
- Monitoring external political/economic climate.
- Overseeing MSPD's overall strategic communications on issues of importance to department's mission.
- Writing articles for internal newsletter and other publications.
- Recognizing employee service and accomplishments.
- Serving on the Missouri Association of Criminal Defense Lawyers (MACDL) Board.

Qualifications:

Must be an attorney licensed to practice law in the state of Missouri with substantial experience in the area of criminal law including the representation of persons accused of crime. Civil litigation or business law experience a plus.

Must be dedicated to the goals of providing quality legal representation for eligible persons and of improving the quality of defense services generally.

Must have demonstrated experience in the following competency areas:

- Leadership within a large, diverse organization staffed with professionals.
- Strong organizational, analytical, and writing skills.
- Ability to establish and maintain effective working relationships with government officials, judiciary, Commission members, employees, media, and the general public.
- Ability to interpret, evaluate, and apply laws and policies relating to the Public Defender System and to adapt existing programs to meet new and changing requirements.

- Ability to plan, organize, and direct the work of others.
- Ability to facilitate and enhance group processes and group decision making, bringing together various views and perspectives from staff and Commission members.
- Highest degree of integrity.