Iowa Judicial Branch  
Family Drug Court  
Local Project Coordinator

**Definition**
This position is temporary, supported by grant funds. Responsibilities are individually designed to meet the expectations of the grant. Positions are under the supervision of the Project Director, as assigned. Incumbents serve as an assistant specializing in program or project implementation, research, policy, or information systems as defined by the grant project.

**Essential Functions/Examples of Work Performed**
Supports and leads staff and contract personnel assigned to the grant including establishment of collaborative teams in pilot sites, meeting federal requirements for report submission, tracking of case data, monitoring budget, providing leadership to participants in the grant, maintaining cooperative working relationships with collaborative partners, and providing information about the grant project to the Project Manager, members of the Judicial Branch and other interested parties.

Participates with the Project Manager in periodic review and evaluation of the progress of the grant project. Modifies program plan as dictated by emerging needs in the community and state or federal requirements.

Maintains work hours as dictated by the needs of the pilot sites including availability for evening meetings.

Maintains records as required by state and federal regulations.

Carries out assigned duties as required to complete grant activities and as directed by the Project Manager.

**Knowledge, Abilities and Skills**
Knowledge of the Iowa court system and the child welfare system.

Ability to use personal computers and software for word processing, database input, statistical calculations, and spreadsheets as necessary for the grant project.

Ability to prioritize work, be flexible to increased workloads and to work under pressure and against deadlines.

Ability to communicate both verbally and in writing. Also demonstrate the ability to collect valid, accurate and reliable reports.

Has access to reliable transportation for statewide administration of the grant.

**Education and Experience**
Graduation from an accredited four year college or university with major course work in social science. Experience in coordinating special projects and collaboration desired.