

Distinguishing Characteristics of Work

This is responsible professional work implementing, organizing, managing, and evaluating the various alternative dispute resolution programs within the Florida State Courts System. The Chief of ADR is responsible for researching and developing ADR program services, standards, goals and policies including mediator and arbitrator training programs. The Chief of ADR is also responsible for preparing and administering the ADR program budget, approving program expenditures and negotiating contracts for ADR program services. The Chief of ADR supervises a professional and support staff and law school interns, including the recruitment, selection and performance review of each employee. Working relationships are established with judges, court personnel, attorneys, judicial committees, professionals associated with state and national ADR training programs, and the general public. The Chief of ADR exercises considerable independent judgement and initiative in carrying out program goals under the limited supervision of the Deputy State Courts Administrator for Programs.

Education and Training Guidelines

Graduation from an accredited four year college or university with a major in public, judicial or business administration or a related area and six years experience in alternative dispute resolution program development or management or a related program, two years of which were in a supervisory position or as a project manager, and completion of one accredited forty hour mediation training course.

A master's degree in an area cited above may substitute for two years of the recommended non-supervisory experience.

A Ph.D. or graduation from an accredited law school may substitute for up to three years of the recommended non-supervisory experience.

Knowledge, Skills, and Abilities

Knowledge of the principles and techniques of alternative dispute resolution. Knowledge of and ability to apply and interpret the laws, regulations, and policies of alternative dispute resolution programs. Ability to develop, coordinate, implement and evaluate ADR programs. Ability to prepare technical reports and conduct research. Ability to communicate clearly and concisely orally and in writing. Ability to supervise professional and support staff, including law school student interns.

Effective: June 1, 1991