



National District Attorneys Association

Director, National Traffic Law Center

Job Description

GENERAL PURPOSE

The Director, National Traffic Law Center with the National District Attorneys Association (NDAA) will be responsible for a variety of professional, administrative and managerial duties related to planning, organizing, monitoring and directing day-to-day operations and functions of one or more grant-funded program(s) or comprehensive training initiatives. The Director, National Traffic Law Center (NTLC) will manage the development, implementation and dissemination of products, curricula, training and technical assistance related to prosecutorial specializations, specifically criminal traffic law and commercial motor vehicle prosecution.

SUPERVISION RECEIVED

The Director works under the broad guidance and direction of the Vice President, Education & Engagement. This is a full-time, exempt-level position.

SUPERVISION EXERCISED

The Director will provide supervision to Senior Staff Attorney(s), Staff Attorney(s), Coordinator(s), and/or Legal Intern(s).

ESSENTIAL FUNCTIONS

- Understands the missions of both NTLC and NDAA and adheres to organization and staff core values.
- Manages one or more assigned grant(s) targeting the delivery of specialized training and technical assistance; coordinates and facilitates the development of objectives for the program consistent with grant specifications.
- Establishes short and long-term strategies; monitors, evaluates and assures timeliness and effectiveness of program deliverables and services; participates in advocacy activities specific to managed programs and services when needed.
- Oversees the overall administration of functions affecting assigned staff; participates in the recruitment and selection activities for full-time, part-time or contract staff; assigns special projects and distributes and monitors workloads; evaluates staff performance and makes recommendations affecting contract continuance, job retention, advancement, discipline and discharge.
- Directs and participates in the development and delivery of products, curricula and technical training provided to targeted student populations, including NDAA members, in all areas of specialized programs, legal issues, trends, prosecutorial practices and methods; performs legal and case research and analyzes current issues for targeted training; analyzes experience levels of students and tailors course content; coordinates with various affiliate organizations; assures availability of professional staff and resources to promote and further the interests of affiliates; negotiates with faculty, trainers and other professionals to deliver onsite and off-site courses.
- Prepares and recommends annual program operating budgets; prepares grant applications; monitors status of various grant and other funding sources to assure compliance with fiscal guidelines and fiduciary responsibilities; and ensures timely reporting of fund utilization.

- Develops and implements various processes and procedures related to the delivery of courses, program services and technical assistance; directs the collection and maintenance of data measuring the effectiveness of programs, courses and training; evaluates student admission practices and procedures, course registrations, curriculum content, etc.; performs various quality control functions to ensure compliance with established standards and organizational requirements; ensures compliance with various state CLE and federal grant guidelines; maintains effective working relationships with various agencies and involved organizations; participates in national working groups, coalitions or boards; conducts classroom tutorials; serves as a trainer and course presenter participating in various educational events, conferences, workshops, etc.; responds to technical assistance requests related to traffic law or program specific issues.
- Oversees various marketing initiatives to promote and expand the delivery of educational programs and technical assistance; coordinates team efforts in the development of creative educational campaigns utilizing both traditional approaches and multimedia; incorporates various onsite, centralized, and distance education systems as needed to cater to the needs and interests of program participants and students.
- Prepares written materials including but not limited to legal briefs, curricula materials, newsletters and other publications, as well as correspondence.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from an accredited law school with a Doctor of Jurisprudence degree (JD); must be licensed to practice law;

AND

B. Over eight years of progressively responsible experience as an attorney, with supervisory and traffic law experience preferred.

AND

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

- Considerable knowledge of traffic safety and other areas of criminal law; rules of evidence; trial and courtroom practices, processes and procedures; managerial, operational, political, community and economic issues related to or affecting legal/criminal prosecution; legislative processes of state and federal government; laws, policies and regulations governing the criminal prosecution and have an accessible network of contacts in the traffic safety community.
- Excellent communication skills, both written and verbal.
- Excellent organizational and project management skills.
- Strong attention to detail and the ability to multi-task.
- Effectively work with staff, both individually and in a team environment, as well as plan, organize, direct and supervise the work of subordinates.
- Ability to develop and implement budgets.
- Experience with grant writing, grant monitoring and grant implementation of deliverables.
- Experience with web and mobile technologies; web content management; e-mail marketing systems; and other communications technology.
- Knowledge of computer applications (MS Word, Excel, PowerPoint; Adobe Acrobat; litigation software)
- Ability to sit and stand for long periods of time and light lifting (25 lbs. or less).
- Frequent travel required.

Key Internal Relationships: Executive Director, Chief Operating Officer, Chief Financial Officer, staff members in each of the relevant departments.

Key External Relationships: Traffic Safety Resource Prosecutors, US Department of Transportation, members of the law enforcement community, training and conference attendees, elected officials/prosecutors, including NDAA members, judicial officers, as well as traffic safety partners and outside vendors.

APPLICATIONS

To apply for the Director, National Traffic Law Center position, please send a cover letter and resume to NDAA via info@ndaajustice.org. The association offers competitive compensation and a generous benefits package. NDAA is headquartered in Arlington, VA, with remote work possible. Relocation expenses are not available. Applications accepted through Friday, March 15, 2024 or until position is filled. Final candidate will be asked for verifiable references.

ABOUT

NTLC is a division of the National District Attorneys Association and serves as a resource designed to benefit prosecutors, judges, law enforcement officers and others in the justice system. The mission of NTLC is to improve the quality of justice in traffic safety adjudications by increasing the awareness of highway safety issues through the compilation, creation and dissemination of legal and technical information, and by providing training and reference services.

The National District Attorneys Association (NDAA), is the oldest and largest national, nonpartisan organization representing state and local prosecutors in the country. Formed in 1950, NDAA has more than 6,000 members and our mission is to be the voice of America's prosecutors and to support their efforts to protect the rights and safety of the people by providing our members with the knowledge, skills, and support they need to ensure justice is attained. NDAA is located in Arlington, VA near the Crystal City Metrorail. NDAA is an equal opportunity employer.