



MICHIGAN INDIGENT
DEFENSE COMMISSION

Position Available:

**Executive Director
Michigan Indigent Defense Commission**

Salary will be established by the Commission commensurate with a candidate's experience and civil service position classification.

The Michigan Indigent Defense Commission (MIDC) is looking for qualified applicants to serve as Executive Director. The position is appointed and supervised by the MIDC, and is responsible for developing and overseeing reforms to Michigan's public defense system consistent with the Michigan indigent defense commission act, MCL 780.981, *et. seq.*

The MIDC was established in 2013 to ensure access to effective assistance of counsel for all adults charged with criminal offenses in Michigan. The Commission's 18 members are appointed by the Governor and represent the diverse stakeholders in the criminal legal system. The Commission's statewide work is supported by a staff of 14.

The last eight years have brought significant transformation of trial-level public defense in Michigan. In accordance with its authorizing statute, the Commission develops and adopts, and oversees the implementation, enforcement, and modification of, minimum standards, rules, and procedures to ensure that all indigent defendants in Michigan receive constitutionally effective legal representation. The Commission is responsible for securing, distributing and monitoring funding to support compliance with minimum standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Providing leadership and direction to achieve MIDC's immediate and long-term goals and objectives consistent with its mission and statutory duties.
- Leading the MIDC's efforts to preserve, protect, and, where appropriate, advance the right to counsel for indigent persons.
- Developing and maintaining clear and effective communication with the MIDC, local systems of government, leadership of the executive, legislative, and judicial branches, bar associations, associations of lawyers that provide representation to indigent defendants, the media, criminal legal system reform advocates, clients served by public defense systems and the public.

- Advocating for legislative appropriations required to fund implementation of standards adopted by the MIDC.
- Facilitating a process for the Commission's review of local compliance plans implementing the minimum standards adopted by the MIDC.
- Leading the research, development and drafting of new standards, policies, and procedures for the provision of indigent defense services in Michigan and presenting these to the MIDC for its approval.
- Hiring, supervising and directing the personnel of the MIDC. Evaluating the organizational chart and making changes and recommendations regarding staffing consistent with the Commission's ability to accomplish its mission.
- Ensuring an organization-wide commitment to diversity, equity and inclusion through internal recruitment and hiring practices, training and education and support of local partners.
- Working in partnership with the Commission's Executive Committee to develop meeting agendas, support the Commission Chair in facilitating meetings and engaging with commissioners between meetings as appropriate to accomplish the mission of the Commission.
- Managing an operational budget of over \$2.5 million, including preparing and presenting an annual operational budget to the MIDC for approval, making recommendations regarding staffing and infrastructure needs to support the Commission's mission, working with LARA financial staff to facilitate annual budget proposals to the State Budget Office and the legislature.
- Overseeing the distribution and monitoring of over \$160 million in funding provided to support 120 local public defense systems' compliance with MIDC minimum standards. Preparing and presenting annual grant funds approved by MIDC to LARA, the State Budget Office and the Michigan Legislature. Working with executive branch and legislative leadership to ensure that appropriation requests are secured by the MIDC.
- Developing, implementing and monitoring of whatever additional procedures and policies are necessary to effectuate the MIDC Act, including, but not limited to, each of the following:
 - At least annually, collecting accurate data from local units of government and other sources, summarizing that data, and preparing reports for the MIDC, stakeholders, and the public, including reports required by the Act.

- Implementing and overseeing rules and procedures for indigent criminal defense systems to apply to the MIDC for grants to bring a system's delivery of services into compliance with the minimum standards established by the MIDC.
- Annually reporting to the Governor and the Michigan Legislature.
- Ensuring that policies, budgets, indigent defense data, and other information for the public are available on the MIDC website.
- Developing and overseeing a process for evaluating local systems' compliance with approved standards and recommending corrective actions if a system is not in compliance.
- Establishing procedures for the receipt and resolution of complaints and the implementation of recommendations from the courts, other participants in the criminal justice system, clients and members of the public.

Engaging regularly and building and maintaining relationships with state and local government and organizational partners to support MIDC's ability to accomplish its statutory mandate and mission.

EDUCATION AND EXPERIENCE:

A juris doctor degree from an ABA approved school is preferred. Applicants with an advanced degree or experience in public administration, court administration or related administrative field, plus management experience will be considered.

The ideal candidate should have significant experience in the representation of or other advocacy for indigent clients, significant commitment to this priority, public sector leadership experience and be highly skilled in personnel management, public policy advocacy and budget development. A demonstrated ability to inspire and lead people is essential.

All applicants must have or demonstrate the ability to quickly acquire competent knowledge of Michigan's criminal legal system and its statutes and rules; the statutes creating the MIDC; and be comfortable working with individuals from a variety of organizations. Preference given to applicants with knowledge of the issues surrounding indigent defense, Michigan's system for providing public defense and experience with the legislative process in Michigan.

WORK LOCATION:

The Commission is based in Lansing, Michigan. The Executive Director will be based in Lansing with the discretion to work remotely, consistent with department policy and the needs of staff and the Commission. The Executive Director will travel throughout the state periodically.

TO APPLY:

All applicants are required to submit a separate, detailed and concise narrative statement addressing each of the following items. These statements will be used to distinguish the best-qualified candidates for the position. Please discuss and explain the following:

1. Commitment to quality, zealous legal representation to indigent people facing a loss of liberty;
2. Management and/or supervisory experience;
3. Knowledge of Michigan's criminal legal system and criminal defense experience, if applicable;
4. Ability to work collaboratively with diverse partners;
5. Knowledge of the State of Michigan's appropriations process.

SUBMISSION DEADLINE: August 15, 2021

The Michigan Indigent Defense Commission is an equal opportunity employer and is committed to diversity, equity, and inclusion. The Commission values the contributions that candidates bring with respect to their education, culture, ethnicity, race, sex, gender identity and expression, experience with the criminal legal system, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.