

ODR Director

- Manages all ODR staff
- Responsible for recruitment, selection and termination of ODR staff and independent contractors, in consultation with Project Manager and Program Administrators
- Responsible for the initiation, design, development, and implementation of dispute resolution programs throughout the state
- Prepares reports and drafts legislation, rules and procedures
- Establishes expectations and provides employee performance feedback on an on-going and annual basis. Provides annual evaluations for district employees
- Provides for orientation and on-going training, mentoring and coaching to ODR Staff Receives and responds to complaints about ODR staff and contractors statewide, and ensures that a record of complaints is maintained within SCAO. In districts with local ODR offices, staffed by district employees, ODR Director notifies local District Administrator of any complaints received, and consults with District Administrator concerning C.R.S. 13-22-301 et seq.

Complete Job Descriptions for Central ODR Director and Staff can be found on the Judicial Branch website, <http://www.courts.state.co.us/Careers/Descriptions.cfm>