

EXECUTIVE DIRECTOR

Maine Commission on Indigent Legal Services

The Maine Commission on Indigent Legal Services (MCILS) is seeking qualified candidates to apply for the position of Executive Director.

MCILS OVERVIEW

MCILS is an independent commission that provides efficient, high-quality representation to indigent citizens who are entitled to counsel at state expense under the United States Constitution or under the Constitution or statutes of Maine.

MCILS uses assigned private attorneys to provide representation to criminal defendants, juvenile defendants, parents in child protective cases, and people facing involuntary commitment to a psychiatric hospital.

The Executive Director is supervised by an eight-member Commission and is responsible for working with the Commission to develop, implement, and oversee reforms to Maine's public defense system consistent with the Commission's enabling legislation ([4 MRS § § 1801-1806](#)).

JOB SUMMARY

As the Executive Director, you will oversee the day-to-day operations of MCILS, including the following:

- Monitoring the use of funds and approving all expenditures
- Preparing and presenting the office's proposed biennial and supplemental budgets
- Advocating on behalf of MCILS to the Maine legislature
- Providing guidance to assigned counsel regarding technical and legal issues
- Hiring, supervising, and directing MCILS personnel

WORK LOCATION

Augusta, Maine with periodic travel throughout the state

SALARY RANGE

\$88,857 to \$115,939

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Responsibilities

- Develops the process for application, acceptance, removal, and renewal of assigned counsel
- Facilitates the development, training, and education of assigned counsel by providing continuing legal education programs and establishing a mentoring program

- Ensures MCILS responds to inquiries and complaints about assigned counsel, and investigates such complaints when warranted
- Manages administrative functions of the office including budgeting, human resources, purchasing, and resource planning

Policy Development and Management Responsibilities

- Formulates policy recommendations to the Commission and crafts proposed rules to implement the Commission's policy initiatives
- Advocates for legislative appropriations required to fund the implementation of policies and standards adopted by the Commission
- Develops and implements a process for attorney performance evaluations
- Develops and implements a process for attorney oversight and mentoring
- Researches and reviews legislative updates and legal opinions, and adapts policies and procedures to address legislative changes

Fiscal Responsibilities

- Reviews and approves all counsel and non-counsel expenditures and monitors the approved budget
- Prepares biennial and supplemental budgets and annual reports for Commission consideration
- Maintains records of all financial transactions related to the operation of the Commission

Statistical and Performance Reporting

- Reports statistical and performance data to the Commission on a monthly basis

Supervisor and Leadership Responsibilities

- Oversees staff, including hiring, training, performance evaluations, disciplinary actions, and dismissals
- Provides guidance and legal advice to assigned counsel
- Works closely with the legislature in accomplishing the objectives of MCILS
- Provides leadership and direction towards the development and achievement of the Commission's mission and its immediate and long-term goals and objectives
- Develops and maintains clear, frequent and effective communication with the Commission, leadership of the executive, legislative, and judicial branches, bar associations, indigent defense organizations, the media, indigent client population, and the public

REQUIRED QUALIFICATIONS

A juris doctor degree from an ABA approved school and either licensure or the ability to become licensed to practice law in the State of Maine is required. Applicants with an advanced degree or experience in public administration, court administration or related administrative field, plus management experience is preferred.

The ideal candidate should have significant criminal defense experience including the provision of indigent legal services, significant public sector leadership experience, and be highly skilled in personnel management, public policy advocacy, and budget development. The ideal candidate should also have experience with juvenile defense, child protection law and practices and involuntary commitment law and practices.

Applicants must be familiar with the ABA standards relating to the provision of indigent defense legal services.

SUPERVISION RECEIVED

Eight-person Commission

SUPERVISION EXERCISED

- 1 attorney
- 1 accounting technician
- 1 office associate
- 9 financial screeners

BENEFITS

The bi-weekly dollar values of some state-paid benefits for full-time employees include:

- \$14.60 for dental insurance
- 14.11% of employee's pay towards retirement
- Depending on the employee's annual pay, at least 85% (\$400.34) of health insurance premiums (more information is available [here](#)). Participation in the [Health Premium Credit Program](#) can decrease the employee's cost of health insurance by 5%.

APPLICATION INSTRUCTIONS

Interested applicants must submit a resume, writing sample, and letter of interest to Deputy Director Ellie Maciag at eleonor.maciag@maine.gov

Please use the following format for the email subject line: Executive Director – Last Name, First Initial.

Please direct all questions about the position to MCILS Chair Joshua Tardy at jtardy@rudmanwinchell.com

Application Deadline

The application period is open until the position is filled. Work is expected to begin by February 1, 2021.