

ADMINISTRATIVE DIRECTOR OF THE COURTS

DEFINITION

Under constitutional authority, serves as secretary to the Judicial Council; carries out council policies throughout the judicial branch; serves as the primary administrative advocate for the branch; serves as the appointing authority for the Judicial Council's staff organization; performs related work as assigned.

CLASS CHARACTERISTICS

This is the highest executive-level position in the Judicial Council. The incumbent provides the highest level of policy and programmatic leadership for the Judicial Council and is the chief spokesperson and the appointing authority for the agency. Under the direction of the council and the Chief Justice, the incumbent provides similar leadership and advocacy for the branch.

EXAMPLES OF DUTIES (*illustrative only*)

- Directs the development and implementation of Judicial Council goals, objectives, policies, procedures, and work standards.
- Develops and implements Judicial Council programs in furtherance of Judicial Council policies and priorities.
- Directs the development and administration of the Judicial Council's staff budget.
- Negotiates program policy and service agreements with state courts and other government entities.
- Creates performance and development plans for direct reports, conducts periodic discussions about progress on performance and development plans, and prepares written performance reviews and discusses same with assigned staff.
- Reviews and modifies recommendations to courts, the Governor, and the Legislature to adopt rules for court administration, practice, and procedure.
- Represents the judiciary to external customers, including the other branches of government; presents Judicial Council policy positions and the judicial branch budget to the state Legislature.
- Serves as secretary to the Judicial Council during Judicial Council meetings.
- Serves as the appointing authority for the Judicial Council's staff.
- Resolves emerging problems related to Judicial Council policy and personnel.

WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Work occasional evening and weekend hours.
- May be required to travel statewide extensively as necessary.

QUALIFICATIONS

Knowledge of:

- Management principles and practices, including goal setting; program development, implementation, and evaluation; and the management of employees through multiple levels of supervision.
- Principles and practices of developing and administering multiple, complex budgets.
- The California judicial system and court operations and procedures.
- California budgetary and legislative processes.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, direct, and organize the implementation of goals, objectives, policies, procedures, and work standards.
- Direct programs and staff through subordinate supervision.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Develop and administer the agency's budget.
- Use initiative and independent judgment within constitutional guidelines.
- Effectively negotiate program and policy service agreements with outside entities.
- Knowledgeably and effectively represent the judiciary to external customers and the public at large.
- Lobby for resources knowledgeably and effectively.
- Provide leadership on policy issues; gain consensus on issues internally and externally; and effectively resolve problems related to those issues.
- Apply problem-solving and conflict resolution methods and techniques.
- Work effectively with internal and external committees.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree and eight years of increasingly responsible experience in a relevant field, including a minimum of five years of increasingly responsible management experience.

OR

One year as a Chief Deputy Director or two years as a Bureau or Division Director with the judicial branch.