

## **CHIEF DEPUTY ADMINISTRATIVE DIRECTOR**

### **DEFINITION**

Under policy direction, directs assigned units, functions, and operations of the Administrative Office of the Courts (AOC); acts as the Administrative Director of the Courts in his or her absence; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is an executive-level class. Incumbents are responsible for directing assigned units, functions, and operations of the AOC and evaluating the agency's goals and direction. This class is distinguished from the Administrative Director of the Courts in that the latter is the chief executive for the agency and serves as its appointing authority and chief spokesperson.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Participates in directing the development and implementation of AOC goals and objectives.
- Directs the development and implementation of policies, procedures, and work standards related to the internal operations of the agency.
- Participates in developing, recommending, and implementing AOC programs in furtherance of Judicial Council policies and priorities.
- Participates in directing the development and administration of the AOC's 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 approves personnel appointments; administers employee disciplinary actions and dismissals as necessary.
- Acts as Administrative Director of the Courts in his or her absence.
- Represents the judiciary to external customers, including other branches of government.
- Resolves emerging problems related to AOC 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.
- Translate agency goals, objectives, and policies into day-to-day operations.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Assist in developing and administering the agency's budget.
- Use initiative and independent judgment within general policy 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; effectively resolve problems related to those issues.
- Apply problem-solving and conflict resolution principles 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 an executive with the judicial branch.