

Administrative Director

JOB FAMILY DEFINITION

This classification falls within the Management Job Family, encompassing a range of work in which incumbents are responsible for providing management of functions with responsibility for organization-wide outcomes, applying advanced management principles that have critical impact on the organization and on the public. Incumbents exercise strategic thinking with organization-wide application and impact and develop and implement programs and operations critical to the Judicial Council and the judicial branch. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

This is a single incumbent, executive-level class. An incumbent serves as the top executive officer of the Judicial Council organization reporting to the Judicial Council. Responsibilities include comprehensive management and leadership for the organization including policy development and interpretation, administration of programs, processes, functions, budget, and staff.

DISTINGUISHING CHARACTERISTICS

The Administrative Director is distinguished from all other classifications in that it is the top leadership staff position in the Judicial Council organization.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Leads and executes the policy direction of the Judicial Council; has lead responsibility for, and is accountable to, the Chief Justice and the Judicial Council in carrying out their policies throughout the judicial branch.
- Serves as primary administrative advocate for the judicial branch and principal advisor to the Chief Justice and the Judicial Council.
- Represents and serves as the spokesperson for the California court system, the Chief Justice, and the Judicial Council.
- Serves as secretary to the Judicial Council.
- Provides the highest-level policy, strategic, operational, and programmatic leadership for the organization.
- Engages and builds support and consensus on judicial branch issues and reforms among the leadership of the judicial branch and the state executive and legislative branches and key justice system stakeholders.
- Provides direction to and collaborates with the Executive Office leadership team.
- Initiates, directs, and leads statewide programs and projects that provide support to the Supreme Court, appellate, and trial courts to improve and enhance services and meet the diverse current and future needs.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

This is a single incumbent classification.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

A Bachelor's degree and 10 years of executive-level organizational administration experience, inclusive of other requirements as determined by the Judicial Council of California. Additional directly related experience and/or education may be substituted on a year-for-year basis.

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- The judicial branch and its role in state government;
- Other government structures and relationships;
- Current and emerging issues confronting courts and state and local government;
- Management and organizational development principles and practices;
- Principles and practices of executive and strategic leadership;
- Principles and practices of intergovernmental relations;
- Budget and legislative process;
- Managerial principles;
- Conflict resolution and negotiation strategies;
- Principles of, and techniques for, preparing and delivering effective oral presentations;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Directing the interpretation and application of applicable laws, codes, regulations, and standards;
- Identifying needs and issues;
- Developing programs and initiatives;
- Advocating for the California court system;
- Providing problem-solving and conflict resolution;
- Managing, supervising, evaluating, and motivating senior-level staff;
- Directing strategic planning efforts;
- Directing the development and implementation of multiple, diverse and interrelated goals, objectives, policies, procedures, and work standards;
- Effectively collaborating with others;
- Public speaking;
- Exercising business and political acumen;
- Providing risk management;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*