

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Court Administrator
DEPARTMENT: Municipal Court

E-PLAN
SG: Section 1, Group C
CS:N
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

Provides leadership, direction, and general administrative oversight to the Municipal Court Branch of City Government and employees responsible for the development, maintenance and operation of the City's Municipal Court . Responsible for all non-judicial functions of the Municipal Court. Work involves significant community engagement and public involvement with elected officials, other policy makers, and citizens. Serving as a member of the City's senior management team, collaborates with the Executive and other City departments on strategy and policy to ensure that the City's mission and core values are incorporated into operational activities and services.

SUPERVISORY RELATIONSHIPS:

Reports to the Municipal Court Judge. Works independently with general guidance from the Municipal Court Judge to ensure coordination of objectives and priorities of the Mayor and City Council. Supervises staff directly or through assigned managers. Works under federal and state law and regulations, inter-local and agency agreements as well as the City's municipal code, policies, and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

1. **General Management:** Plans, organizes, directs, controls, and evaluates the work of the Municipal Court. Oversees the management of the day-to-day administration of the Municipal Court, including budget, capital projects, courthouse maintenance, personnel and labor relations, customer service activities and contract security staff.
2. **Strategic Planning:** Works with elected officials, commissions, and other agencies to develop long-range plans for the City's justice system. Facilitates and promotes ongoing research into new approaches and trends, and recommends implementation of programs to assist elected officials and their community plan for the future.
3. **Policy Development:** Develops, recommends, and oversees the administration of Municipal Court policies and guidelines. Maintains currency of policies and practices within the organizational needs of the City as well as with applicable federal and State laws and City Charter.
4. **Personnel Management:** Develops and maintains a workforce committed to, and with highly developed competencies in, customer service, results orientation, and team work. Directly or through managers, appoints, supervises, provides for training, development, performance evaluation, and ensures accountability of Municipal Court employees. Establishes and maintains a working environment conducive to positive morale, quality services, and innovation. Provides for the training in, promotion of, and accountability for safe work practices and working conditions for employees. Ensures compliance with labor agreements, City-wide and

Municipal Court policies, and State and federal laws and regulations.

- 5. Program Development and Project Management: Oversees Court programs and projects for the City. Coordinates programs and activities of the Municipal Court with other City departments, local and regional agencies, and citizen groups to ensure that programs and activities are in place to meet the needs of all segments of the community. Participates directly in the planning and development of significant projects such as security program oversight and those involving multiple jurisdictions, security oversight and long-term implementation. Ensures they are consistent with the City’s goals and objectives. Facilitates and promotes ongoing research into new approaches, technologies and trends, and recommends implementation of programs and procedures to help the Court achieve its objectives more efficiently.
- 6. Fiscal and Business Management: Assures the financial well-being of the Municipal Court by establishing cost control measures and monitoring all fiscal operations of the Court. Prepares annual budget and justifies budget requests and amendments. Projects and procures revenues and funding for the work of the Municipal Court, including negotiation and management of professional services contracts and accessing federal and state funding sources. Assures the efficient and economical use of Municipal Court funds, manpower, facilities and time.
- 7. Citizen Involvement and Communications: By City ordinance, and with consent of the Judge, a member of the Domestic Violence Commission and Whatcom County Law and Justice Council. Provides for support of volunteer programs, school educational programs, and other interactions with citizen groups, to facilitate efficient and effective public programs. Provides for City-wide citizen communication programs to disseminate information on Municipal Court programs and special projects.
- 8. Senior Management Team: Provides information and advice to the Judge, Mayor and City Council on strategic planning and accomplishment of City goals and objectives. Participates in organization-wide strategic planning. Coordinates the Municipal Court’s activities with those of other City departments and offices to ensure a consistent approach towards common projects and interests and the cost effective delivery of services.

ADDITIONAL WORK PERFORMED:

- 1. Other duties as assigned by the Municipal Court Judge or requested with judicial approval by the Mayor.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

Knowledge of:

- Principles and practice of general business management and of court and record center processes and management.
- Jail, probation and public defense best practices and legal requirements.
- Public disclosure law of the State of Washington.
- City legislative processes, fiscal and budget management processes, and applicable administrative policies and procedures.
- Current Municipal Court and related city issues and stakeholders, both internal and external, including other governmental legislative and agency processes, players, and issues.
- Applicable federal, State, and local laws and regulations affecting the work of the Municipal Court.

Skill in:

- Excellent interpersonal skills for establishing and maintaining effective working relationships with staff, other departments, elected officials, the media, and the public.
- Highly effective team building and leadership skills including consensus building to resolve conflicts, negotiate agreements and gain cooperation among competing interest groups
- Strong business and fiscal management skills
- Problem analysis and decision making, adaptability/flexibility, and stress tolerance in a highly visible public environment.
- Excellent strategic planning, organizing, and time management skills.
- Excellent written and verbal communications skills including public presentation skills.

Ability to:

- Conduct self at all times in an ethical, professional and respectful manner.
- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.
- Quickly grasp and manage complex and technical issues in a fast-paced environment and in a context of inter-related issues, systems, projects, and strategies.
- Interpret, explain, and apply complex guidelines, codes, regulations, policies and procedures.
- Articulate the Municipal Court's goals and work in an understandable and appropriate manner for the particular audience or individual;
- Develop and maintain effective organizational structure, financial control, and management information systems for the Municipal Court Services function.
- Identify the Municipal Court's future direction in response to changing community needs and to develop, implement, and monitor appropriate plans, schedules, and action steps.
- Work independently but under general policy and strategic guidance.
- Maintain consistent and punctual attendance.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physically perform the essential functions of the position, including:
 - correctable visual acuity to read a computer screen and a typeset page;
 - fine finger dexterity to manipulate computer keyboard and mouse; and
 - ability to talk and hear sufficiently to communicate with city officials, employees and the public.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting subject to frequent interruptions and includes sitting for extended periods of time. May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in business administration, public administration, criminal justice or a related field.
- Five years progressively responsible experience in a legal justice system including three years

- in a senior management position.
- Three years recent supervisory experience.
- Master’s degree preferred.
- Preferred qualifications include:
 - Current enrollment or completion of National Center for State Courts' Institute for Court Management Court Executive Development Program or Court Management Program.
 - A significant record of responsibility for strategic planning and budget management.
 - Experience in a community of similar size with active citizen involvement and accountability.
 - Effective work with elected officials, legal system boards, and community groups.
 - Creativity and innovation in programs and processes.
- In place of the above requirements, any combination of relevant education and experience which demonstrates the knowledge, skill and ability to perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver’s license and good driving record. Must submit a three year driving record abstract prior to hire.
- Employment contingent upon passing a criminal conviction, local background check and fingerprinting.

PREPARED BY: KH/LS
9/19/93

REVIEWED BY: _____
Kelli Linville
Mayor

REVISED BY: Linda Storck
Steve Mahaffey
4/96

Debra A. Lev
Municipal Court Judge

KH for RMA
1/06

A Sullivan
L Storck
12/13