

Circuit Court for Baltimore City Court Administration
Deputy Court Administrator

The Circuit Court for Baltimore City is hiring for a Deputy Court Administrator with significant experience in executive court management or senior managerial experience.

Position Overview:

The Deputy Court Administrator of the Circuit Court for Baltimore City is an at-will, senior management level position. Under the administrative direction of the Administrative Judge and the Court Administrator, the Deputy Court Administrators organizes and manages court operations, court departments, and court support services through subordinate managers. Additionally, the Deputy Court Administrator assist the Court Administrator in exercising his/her authority and responsibility in executive leadership, managerial and organizational effectiveness, fiscal planning and budget accountability, policy development, and facilities management and planning. This position has full authority to act on behalf of the Court Administrator in his/her absence. Work of this class involves supervising professional and technical support workers. An employee in this position works a conventional work week and is subject to 24-hour callback in emergency situations. Work is performed in an office setting where normal working conditions are encountered. Work requires minimal physical exertion.

ESSENTIAL FUNCTIONS OF THE POSITION:

The following examples illustrate the work performed in this position. This list is not inclusive.

The Deputy Court Administrator position may require duties not listed, if necessary, to accomplish the work of the Circuit Court.

Assists the Court Administrator in the overall management of the Circuit Court through policies set by the Administrative Judge, the Circuit Court Bench and the Administrative Office of the Court.

Provides organizational leadership, and supervisory oversight for associate administrators, managers, supervisors and administrative staff, to ensure efficient and effective delivery of services consistent with Circuit Court policies and procedures.

Consults with associate administrators and managers in the development, implementation, and monitoring of programs, systems and procedures to meet the goals and objectives of the Court. Provides leadership and guidance to associate administrators and managers to develop competent, service-oriented staff, including providing on-going and targeted training, feedback on the use and application of management practices and promoting positive employee relations within the Court.

Evaluates staff performance and recommends hiring, promoting and termination of program and administrative staff; assists the Court Administrator in other aspects of personnel administration.

Assists in the preparation of and the administration of budgets and budget recommendations; closely monitors grant-funded program budgets; approves expenditures and purchases within established procedures and budgetary appropriations.

Provides recommendations to the Court Administrator regarding policy issues, programs and projects to meet operational needs; advises on and assists in identifying, articulating and implementing policies, programs, and projects to improve operations to achieve Circuit Court objectives.

Assists the Court Administrator in maintaining effective working relationships and productive lines of communication with the Circuit Court Bench, Administrative Office of the Court, Conference of Circuit Court Administrators, the Clerk of Court, Sheriff's Office, Department of Public Safety and Correctional Services, City and State agencies, Bar Associations, and other justice partners.

Assists the Court Administrator with space management, including space design, new construction and renovation projects to improve efficiency and to ensure that facilities meet environmental, health, and security standards, and comply with government regulations.

Assists the Court Administrator in preparing and recommending annual and long-range strategic plans for the operation of the Circuit Court; assists in preparing Continuity of Operations Plans (COOP).

Review and coordinate all requests made by employees and public users of the Court for reasonable accommodation under the ADA.

Plan and coordinates induction ceremonies of new Judges.

Performs related work as required.

The Incumbent will serve as Secretary at all judicial bench meetings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of legal and criminal justice systems, including trends and practices in court management.

Knowledge of principles, methods, and techniques of public administration, including budget preparation and administration, and personnel management.

Knowledge of organizational structure, staffing patterns, and administrative controls.

Knowledge of court technologies and new systems.

Knowledge of court security procedures and practices.

Knowledge of case management, calendaring, and noticing systems.

Knowledge of analytical methods and statistical terminology.

Supervisory Ability.

Ability to administer and coordinate events and activities within a Circuit Court.

Ability to plan, organize, and direct the work of others.

Ability to present recommendations clearly and concisely.

Ability to exercise judgment and discretion in applying and interpreting Circuit Court policies, laws, rules, regulations and procedures.

Ability to establish and maintain effective working relationships with judicial officers, employees and the public.

Ability to supervise, train and evaluate the work of subordinate personnel.

Ability to establish and recommend appropriate changes at the Circuit Court.

Ability to speak and write effectively.

Ability to maintain confidentiality of sensitive information.

MINIMUM EDUCATION AND EXPERIENCE REQUIRMENTS

A Master's degree in Business Administration, Public Administration, Organization Development, Criminology, Criminal Justice, or a related field from an accredited college or university plus six (6) years of senior management, policy-driven operational responsibilities including three (3) years of experience managing homogeneous functions through subordinate supervisors is required.

Institute of Court Management certification is strongly desirable.

At the discretion of the Circuit Court Administrative Judge, an equivalent combination of training and experience may be substituted for all of the education or training listed above.

The position is full-time. The annual salary is \$83,742.00 - \$138,006.00

Closing Date: Open until filled.

First screening: September 3, 2018

To Apply:

Please send a cover letter and resume describing your executive and managerial experience to:

Kathe Hammond
Human Resource Officer
Circuit Court for Baltimore City
111 North Calvert Street, Room 244
Baltimore, Maryland 21202
kathe.hammond@mdcourts.gov

AN EQUAL OPPORTUNITY EMPLOYER