

## **Circuit Court for Baltimore City Associate Administrator – Family Division**

The Circuit Court for Baltimore City is seeking an Associate Administrator to manage the Family Division. The incumbent will report to the Court Administrator and /or Deputy Court Administrator.

### **ESSENTIAL FUNCTIONS:**

- Provides recommendations to the Judge-In-Charge of the Family Division regarding policy issues, programs, and projects to meet operational needs,
- Manages personnel and operations to ensure efficient and effective delivery of services consistent with the goals, objectives, policies, and procedures of the division,
- Assists in the development and implementation of policies and procedures to enhance Family Division efficiency and overall court performance,
- Leads Family Division initiatives to include, Juvenile program support as it relates to staffing and funding programs,
- Develop grant proposals to be submitted to state, federal, and local funding governments,
- Analyzes and evaluates daily court dockets and pending caseloads for all case types (i.e., Divorce, Child Support, Paternity, Custody etc.), and establishes and implements recommendations for effective calendar management,
- Prepares and submits Family Services Grant to the Administrative Office of the Courts,
- Prepares and submits quarterly grant financial reports to the Administrative Office of the Courts,
- Prepares and administers division's operation budget, develops budget recommendations, and monitors budget expenditures,
- Performs case flow assessments and prepares case flow assessment report to determine rate of compliance in the disposition of cases in accordance with statutory requirements, and the Court's Differentiated Case Management Plan,
- Manages computerized case management and information system,
- Devises strategic plans, statistical analyses, monthly, quarterly, and division annual reports,
- Oversee the Family Division's mediation program,
- Oversee the Family Division's parenting class program,
- Establishes and coordinate Community based supervised visitation facilities,
- Reviews and approves timesheets, expense statements, and invoices in accordance with established procedures,

- Ensures the court's website reflects current Family Division information,
- Oversees office facilities and conference room areas,
- Works on special projects and performs related work and other administrative duties as assigned.

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

Bachelor's Degree from an accredited college or university with a major in Business Administration, Public Administration, Criminal Justice, or related field with experience in Management Information Systems. Post graduate study, Institute of Court Management Certification (ICM), or other recognized professional certification in computerized information systems, behavior science, and personnel management.

A minimum of six (6) years of progressively responsible professional experience in family law matters, court administration, including four (7) years of supervisory experience at the senior management level. Experience in leading, developing, planning, administering, and/or evaluating programs. Ability to lead, manage and supervise medication programs and day-to-day operations of staff. The ability to work collaboratively with related agencies to foster a team environment. Ability to interact professionally with judges, attorneys, public officials, co-workers, and colleagues. Must have good organizational and record keeping skills.

### **COMPENSATION:**

This is a full-time permanent position with benefits. The annual salary range is \$74,943 to \$97,346.

**TO APPLY:** Please submit a cover letter and resume by close of business on **July 20, 2022** to:

Ms. Jacqueline Hale, Human Resources Department Circuit Court for Baltimore City

111 N. Calvert Street, Room 244 Baltimore, Maryland 21202

Jacqueline.Hale@mdcourts.gov

[www.baltimorecity.gov](http://www.baltimorecity.gov) TTY 396-4930

**\*\*No phone calls please\*\***

**A Criminal Background Check will be conducted as a condition of employment.**

***AN EQUAL OPPORTUNITY EMPLOYER***