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| King County Logo | **Chief Administrative Officer** |

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| **DEPARTMENT:** | KCSC - Superior Court |
| **DIVISION:** | Administration |
| **SALARY:** | $183,537.00 - $232,125.00 Annually |
| **LOCATION:** | King County Courthouse - 516 3rd Ave, Seattle |
| **JOB TYPE:** | Appointed |
| **CLOSING DATE:** | 04/26/21 11:59 PM |
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| **SUMMARY:** |
| King County Superior Court has a unique and exciting executive leadership opportunity to support one of the nation's largest trial courts, serving the country's 12th most populous county.  In this role, you will provide leadership to a staff of approximately 400 dedicated employees and support the goals as set by the court’s judges.   Located in the beautiful Pacific Northwest, King County Superior Court is nationally recognized for innovation.  The Chief Administrative Officer has overall administrative responsibility for several large organizations including Juvenile Court Services, Family Court Operations, Court Operations and the Department of Judicial Administration (Clerk of the Court).   We are seeking a dynamic, experienced and innovative leader with highly developed emotional intelligence and interpersonal skills to guide the organization.  This position requires building and maintaining effective working relationships with a variety of internal and external stakeholders.   The Chief Administrative Officer provides executive leadership for King County Superior Court and the Department of Judicial Administration, and implements the policies as determined by the judges of the Court.   The Chief Administrative Officer supports the court's 53 elected judges in developing and implementing strategic goals, with an emphasis on clear, fair and accessible services to the people of King County. The court's work is informed by dedication to equity and service to all communities.    **Who may apply:** This position is open to all qualified applicants.      **Work location:** This position is located in the King County Courthouse, 516 Third Avenue, Seattle WA 98109. The incumbent may be required to work at other court facilities.      **Work schedule:**Court operating hours are typically Monday through Friday, 8:30 a.m. - 4:30 p.m. Variations from those hours may occur, including early mornings, evenings and weekends as needed. This is a full-time position and is exempt from the overtime provisions of the Fair Labor Standards Act. This position is at-will, reporting to the judges of King County Superior Court.   **Additional materials required:** Please include a resume and letter of interest describing how you meet or exceed the requirements for this position. These materials are supplemental to your application. You must still completely fill out the on-line application with your relevant education and work experience. **Your application will be rejected as incomplete if you include relevant information only on the resume or cover letter. Applications that state "see my resume" are considered incomplete and will not be accepted.**     Please note that you can attach multiple documents to your application. Your options are:   1) Copy and paste one or more documents into the text resume section of the application.   2) Attached multiple documents/files in the attachment section. |
| **JOB DUTIES:** |
| Provide executive leadership to the operations of Superior Court and the Department of Judicial Administration to promote effective and efficient access to justice, case management, and internal operations of the court.   Provide leadership enabling the directors and managers to successfully achieve the court’s stated goals and objectives.   Provide leadership regarding court operations including strategic, business and technology, and facilities planning.     Direct the preparation of the court's annual budget, including making budget recommendations to the judges, advocating for the court’s budget to the County Executive and the Council, and ensuring effective budget and fiscal controls.  Utilize current and best business and fiscal practices.   Oversee grant applications and administration. Lead the court's efforts to work with the executive and legislative branches to obtain court funding adequate to support mandated services and identified priorities.   Ensure that human resources policies and procedures reflect best business practice for the Court, and that the collective bargaining agreements reflect the labor management priorities of the Executive Committee and the judges.   Recommend and evaluate case management and monitoring systems to facilitate the court’s prompt and efficient disposition of its workload.   Represent the court with the press and public.   Serve as the court’s representative and in the court’s interest in working with other branches of government and their respective agencies - the Executive, the King County Council, Executive branch criminal justice agencies, independently elected officials and national organizations.     Provide an independent perspective and analysis on behalf of the Deputy Chief Administrative Officer and the Directors to the Presiding Judge, the Executive Committee, and the judges. |
| **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:** |
| Significant experience in public administration, programmatic and people management, preferably in a large, complex urban court system, typically achieved with seven to ten years of work in a large court system.      The ideal candidate will have knowledge of and experience executing:   * Management theories and practices * Judicial trends and best practices * Applicable laws, regulations, policies, and procedures related to court operations * Organizational planning and management * Human resources management, labor law, and contract negotiations * Team building and organizational goal setting * Policy development * Budgeting and strategic planning techniques and principles * Experience managing a diverse workforce   Successful candidates must have strong diplomatic, listening, advocacy and collaboration skills, and an unwavering commitment to equity and social justice. |
| **SUPPLEMENTAL INFORMATION:** |
| **Special requirements**: Finalists must successfully pass a criminal background investigation and a reference check. A valid Washington State Driver's license or the ability to travel throughout the County is required.   **Selection process:** Application materials will be screened for qualifications and the most competitive candidates will be invited for interviews.   **Union membership**: Positions in this classification are not represented by a union.      If you have questions regarding this position, please call King County Superior Court Human Resources at 206-477-1536 |

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| APPLICATIONS MAY BE FILED ONLINE AT:  <http://www.kingcounty.gov/>  King County Administration Bldg. 500 4th Ave. Rm. 553 Seattle, WA 98104 206-477-3404[C:\Users\schippk\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\B8D6EAB0.tmp](https://agency.governmentjobs.com/kingcounty/job_bulletin.cfm?JobID=2993583)  [kathryn.schipper@kingcounty.gov](mailto:kathryn.schipper@kingcounty.gov)  An Equal Opportunity Employer | Job #2021-12943 CHIEF ADMINISTRATIVE OFFICER KS |