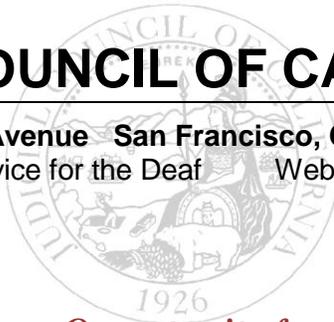


JUDICIAL COUNCIL OF CALIFORNIA

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415-865-4272 Telecommunications Device for the Deaf Web site: www.courts.ca.gov



Outstanding Career Opportunity for the position of **ADMINISTRATIVE DIRECTOR,** **JUDICIAL COUNCIL OF CALIFORNIA**

THE OPPORTUNITY

The Judicial Council of California is seeking a dynamic, multi-disciplined professional to join the Council's executive management team as its top administrator for the largest judicial system in the United States.

THE CALIFORNIA JUDICIAL BRANCH

The California Judicial Branch comprises 58 trial courts (one in each county), six intermediate appellate courts in nine locations, and the Supreme Court, with more than 2,100 judicial officers and approximately 20,000 employees. The California Judicial Branch has an annual budget of almost \$3 billion dollars, including capital improvement projects. The trial courts range in size from two judges to more than 450 judicial officers.

THE JUDICIAL COUNCIL

By an amendment to Article VI of the State Constitution in 1926, the citizens of California established the Judicial Council. The Council is responsible for improving statewide administration of the California courts, the largest court system in the nation.

The Judicial Council of California is the policy setting body for the state court system and has constitutionally conferred statewide rule-making authority. This authority includes developing, advocating for, and allocating the judicial branch budget. A majority of Council members are California state justices and judges; however, the Council also includes lawyers, legislators, and court administrators. The Council functions with the assistance of multiple advisory committees, task forces, and its staff arm.

The Judicial Council collaborates with committees from the courts and justice system partners in shaping branch-wide policy in order to create innovative programs essential to advancing the administration of justice, and to provide direct services to the appellate and trial courts. By enhancing its role as a leadership, knowledge and service resource for the judicial branch, the Judicial Council will continue to evolve as one of California's most dynamic public service organizations, focused on improving access to justice for all Californians by innovating and responding to the changing needs of the courts and the public.

The Council's staff, comprised of more than 700 fulltime employees, is organized into three divisions with 19 offices across three locations in California: San Francisco, Sacramento and Burbank. To learn more about these divisions and offices, please visit: <http://www.courts.ca.gov/12926.htm>

ABOUT THE CHIEF JUSTICE

Chief Justice Tani G. Cantil-Sakauye was sworn into office as Chief Justice of California on January 3, 2011. She is the first Asian-Filipina American and the second woman to serve as the State's Chief Justice. Chief Justice Cantil-Sakauye chairs the Judicial Council of California, the policy-making body of state courts, and the Commission on Judicial Appointments.

THE POSITION

The Administrative Director serves as Secretary to the Council and leads the Council's staff in accomplishing its goals and priorities. Serving at the pleasure of the Council and Chief Justice, the Administrative Director performs functions as prescribed by the Constitution and laws of the State as delegated to the Director by the Chief Justice or the Judicial Council. Under the direction of the Chief Justice, the Administrative Director is accountable for providing strong leadership while modeling core values and guiding principles of integrity, pride, trust, and respect within this highly ethical statewide organization. Through a very capable leadership team, the Administrative Director oversees a values-based organization that implements Council-prioritized short-and long-term strategies to accomplish the California judicial system's mission and vision. The Administrative Director is responsible for making recommendations to the Judicial Council and Chief Justice that result in cost-effective programs that better serve the courts, the Council, and the State of California.

The Administrative Director is involved in critical decision making related to overall administration and operations. Working closely with the Council, justices, judges, and advisory committees to plan for and implement a wide range of activities, the Administrative Director exercises considerable discretion with respect to assignments and duties. The position's oversight includes managing and directing the Council's budget and operations and its services, including facilities and asset management, intergovernmental agency relations, human resources and employee relations, legal, information technology, risk management, strategic planning, and other services unique to operations of a statewide judicial system.

Key responsibilities of the Administrative Director include:

- Reports regularly to and works closely with the Chief Justice on issues related to the Judicial Council;
- Directs all aspects of operations for a complex professional organization of more than 700 employees with diverse professional disciplines who work from multiple locations;
- Directs the development and implementation of strategic goals, objectives, policies, procedures, and work standards that support Judicial Council policies and priorities;
- Assists the Chief Justice and the Council in implementing Judicial Council policies;

- Develops policy and program documents, and communicates and develops support for Council-adopted policies, including related legislative proposals and rules of the court;
- Assists the Chief Justice and the Council in activities related to the development and allocation of judicial branch fiscal resources, including advocating for sufficient judicial branch funding to the Executive Branch and Legislature of the State of California and to agencies of the federal government;
- Serves as liaison for the judiciary in its relations with the Legislature and the Governor and, in that role, directs activities in support of the Judicial Council legislative agenda;
- Serves as liaison, building consensus and problem solving on issues of mutual concern, with leadership of other departments of state and local government; state, local and specialty bars; labor unions; other state courts systems; and other justice system partners and stakeholders;
- Leads statewide programs and projects that provide support to the Supreme Court, Courts of Appeal, and trial courts to meet the diverse, current, and future needs of the state courts system and constituents; and
- Provides appropriate public accountability through media relations and efforts designed to promote public trust and confidence in the California judiciary.

Additionally, the Administrative Director initiates opportunities to identify and share best practices and “lessons learned” through ongoing communication and collaboration. The Administrative Director promotes accountability, recognizes and rewards staff achievement, and actively pursues constructive ‘give-and-take’ working relationships across all levels of the Judicial Council and statewide judicial system.

The Administrative Director carries out the Judicial Council’s plans for short-and long-range staffing, equipment and other resource needs, and coordinates a wide range of financial, budgetary, operational and administrative matters to ensure those needs are met. Additionally, the Administrative Director will assist the Council in implementing its Strategic Plan to guide the future activities of the California judiciary. The Administrative Director will keep apprised of changes in the law, trends, and issues affecting the administration of justice.

To accomplish the Council’s goals, the Administrative Director meets with other county, state, or judicial system agencies. As an ambassador for the Judicial Council, the Administrative Director is often called upon to interface with state and local bar associations, civic groups, news media, and other private and public groups that have an interest in the administration of the California judiciary.

THE IDEAL CANDIDATE

The ideal candidate will have a verifiable and highly successful career with a record of demonstrated leadership in guiding an organization that embraces best practices while providing a transparent, highly collaborative, and constructive culture to effectively and efficiently deliver its mission. The successful candidate will be a confident, “hands on,” creative, and innovative leader who is comfortable operating in a robust and dynamic environment. The next Administrative Director will also be intuitive, perceptive, and know when to lead and when to be supportive. The successful candidate must also be results-oriented and committed to serving the California

judiciary with the ability to help shape the vision on an array of complex and interesting topics impacting the California judiciary.

The next Administrative Director will also need to be energetic, self-confident, and have an open and approachable personal style. The ideal candidate must also be able to provide *“servant leadership”* that will inspire, motivate, and empower key staff to achieve established goals. The position requires someone who is politically astute with superior interpersonal and communication skills, demonstrating a comfort and desire in interacting with a variety of judges and diverse stakeholders.

This executive will also utilize continuous improvement methods and best practices; promote a cooperative environment; demonstrate superior integrity and unquestionable ethics that align with the Council’s values; provide effective and responsible decision-making; foster a team-oriented organizational culture; and facilitate coalition building. Both diplomatic and decisive, the ideal candidate will accomplish goals through motivation and delegation, and measure results through effective evaluation and accountability. Driven and detail-oriented, the ideal candidate will embrace a spirit of excellence and exceptional customer service in direct support of the California judicial branch.

The ideal candidate should have a strong track record of success and leadership in:

- Financial operations, including large-scale fiscal management and budgetary control;
- Service-delivery, improvements, and efficiency;
- Dynamic and strategic planning; the ability to assess continuing changes to budget and staff, and capitalize on innovations in information technology to promote continuous rethinking of the administrative operations of the judicial branch; and
- Collaboration; the ability to partner with the Judicial Council, the Chief Justice and other judicial branch entities to provide the necessary support and resources to the Supreme Court, Courts of Appeal, and trial courts in maintaining a state-of-the-art, 21st century model of court management excellence.

In addition, the ideal candidate should have the ability to:

- Collaborate with the Judicial Council, judges, and staff leadership to achieve the Council’s mission, as established by the Chief Justice, within budget limitations;
- Direct a large and complex statewide organization engaged in a large number of diverse programs;
- Monitor and advise on legislative activity (county, state, and federal levels); and
- Establish, develop, and maintain good working relationships with other public governmental organizations, federal and State legislatures, private agencies, community groups, and the communication media.

THE SELECTION PROCESS

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Candidates are encouraged to apply immediately, with the first review of resumes to begin following the **closing date of August 1st, 2014**. This recruitment is considered open until filled or until the Judicial Council's needs are met. Electronic submittals are strongly preferred and should be submitted to the Judicial Council Human Resources Services Offices at felizia.nava-kardon@jud.ca.gov. Submissions should include a compelling cover letter, comprehensive resume, salary history and professional references.

QUALIFYING EXPERIENCE AND EDUCATION

Experience: The ideal experience for this position would include a minimum of ten (10) years of significant management experience in an administrative capacity in a court system with similar complexities. Other public sector candidates with public agency experience may also be considered, if they can demonstrate a successful track record of increasingly responsible experience as a "generalist" at the executive level in a comparable sized organization. Generalist candidates will also need to demonstrate a keen understanding of the court system and legal matters in order to be competitive.

Education: A bachelor's degree from an accredited college or university is required. A degree in law or an advanced degree in judicial administration, public administration, business administration, or a related discipline is desired.

Review and Evaluation of Qualifications: The Judicial Council will give serious consideration to all qualified candidates that apply who have a proven track record of success. The review and evaluation of qualifications will be at the discretion of the Council, based on the most appropriate combination of experience and education that fits the needs of the California judiciary.

COMPENSATION AND BENEFITS

The Judicial Council of California provides a compensation package with salary of up to \$227,196, including a generous benefits package.

THE JUDICIAL COUNCIL OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER.