Opening Date: March 11, 2015
Closing Date: Open Until Filled

Job Title: Director, Court Operations
Position Type: Regular Full-Time, At-Will

Pin: 064733
FLSA Status: Exempt

Locations: Court Operations, Annapolis, Maryland
Grade/Entry Salary Range: S09 $90,656 - $140,118 Depending on Qualifications

Financial Disclosure: Yes

Essential Functions: The Director of Court Operations is responsible for managing the Court Operations Department and serving on the management team within the Programs Division of the Administrative Office of the Courts. Provides staff assistance to the Court Operations Committee of the Judicial Council. Oversees the preparation and dissemination of operational reports such as the Annual Statistical Abstract, Annual Caseflow Assessment, and Certification of Judgeship Needs. Directs special studies and evaluations, as requested by the State Court Administrator, that assist the Judicial leadership in determining the direction for the organization in terms of policies, programs and resource allocation system-wide. Develops and administers the Department’s budget. Provides support for court-based research and evaluation. Identifies and may seek external grants to conduct research or develop new programs. Oversees the work of researchers and quality assurance specialists. Collaborates with court personnel, and colleagues in other departments within AOC and District Court Headquarters in order to achieve the goals of the Judiciary. This is a highly visible position within the organization that requires excellent communications skills and the ability to consult with administrative officials both within and outside the Judiciary. The position requires independent thinking, creativity, effective listening skills, exceptional writing skills, strong organization and management skills; and strong research, planning, program evaluation and project design skills.

Education: Bachelor’s Degree in Public Administration, Program Evaluation, Social Sciences, Policy and Planning, or related field.

Experience: Eight years of progressively responsible professional executive experience to include four years of experience at a managerial or senior professional level.

Preferred: Master’s or Doctorate Degree preferred. Coursework in areas such as research design, statistical analysis, management information, and project/program planning.

Note: 1) Applicants may substitute possession of a Master’s degree that includes nine credit hours in research methodology, theoretical applied statistics and measurements theory for two years of the required general experience.

2) Applicants may substitute their status as a Fellow of the Institute for Court Management for two years of the required experience.

3) Previous work experience with planning processes, budget preparation, legislative process and liaison, public information, media contact, website, and ADA accommodations highly desired.

Skills/Abilities: Extensive knowledge of research design. Extensive knowledge of statistical analysis. Knowledge of statistical analysis tools, such as SPSS or SASS, MS Access, MS Excel. Excellent writing and editing skills, with good attention to visual detail. Excellent oral presentation skills. Knowledge of effective grant-writing techniques, especially evaluation standards. Knowledge of budget preparation, procurement, and accounting methods. Ability to present results of findings, both positive and negative, in a constructive and effective manner. Ability to convey complex statistics and findings in a manner that is meaningful and appropriate to the audience. Ability to make administrative decisions in accordance with laws, rules, etc. Ability to plan, organize and direct the work of others. Ability to develop and implement administrative and operational procedures and to evaluate their efficiency and effectiveness. Ability to assess the needs of the Department in terms of staff, equipment, training changes, etc. Ability to exercise initiative and sound judgment in solving problems. Ability to direct the work of professional-level staff. Ability to manage multiple initiatives simultaneously and effectively manage priorities. Excellent interpersonal and collaboration skills with internal and external stakeholders. Ability to communicate effectively. Ability to work under pressure and meet tight deadlines. Ability to travel within and outside the state. Overnight travel sometimes required.
All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received in the Human Resources Office at the address below. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check and must submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.