Announces a Leadership Opportunity for the Position

COURT EXECUTIVE OFFICER

Our Mission
To ensure fair and equal access to justice and serve the public with dignity and respect.
The Community

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 252,000 well educated and engaged residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of living marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. The mild, year-round Mediterranean climate is highlighted by cool coastal fog tempering the warm inland temperatures of summer.

Marin County is known for its combination of rural and suburban lifestyles. It is a recreation destination for the entire Bay Area - the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County’s active economy includes employers such as Lucas Films, Autodesk and Fireman’s Fund/Allianz, as well as vibrant agriculture, aquaculture, light industry and tourism business sectors. Marin County residents enjoy an excellent public school system. Marin’s post-secondary institutions include College of Marin and Dominican University. Many educational and civic programs are sponsored by these institutions. Marin County has a low crime rate and is committed to ensuring healthy communities through its investment in high-quality services for residents with special needs and who are living at the margins of society.

The Court

The Court is considered small/medium sized among the State of California’s 58 trial courts. The Court has 12 authorized judicial positions and approximately 110 staff. The Court's bench and staff are ethnically and racially diverse. The average age of staff in the Court’s workforce is approximately 52. Approximately 75% of the staff are represented by SEIU 1021; all others are unrepresented.

The Court is located in the Marin County Civic Center, a facility and campus designed by famed architect Frank Lloyd Wright. The Administration building was opened in 1959, while the Hall of Justice, housing the Court and other criminal justice and law enforcement agencies, was completed in 1969. The Civic Center was designated a National Historic Landmark in 1991. Its unusual design makes it a destination for tourists.

The Court has made great strides in the last ten years to improve access to justice for all court users and has engaged the Marin community in collaborating with the Court to achieve this goal. In concert with other local government partners, the Court is committed to collaborative courts and restorative justice programs and strategies. Programs designed to address the needs of juveniles in the criminal justice system have been a recent focus. In addition, the Court has developed numerous innovative programs to assist self represented litigants, including specialized mediation and settlement programs, calendars tailored to issues facing family law litigants, and a well-staffed legal self-help office where individualized assistance is provided to court users. The Court has an active partnership with local bar members and legal services agencies to provide alternative dispute resolution services and assistance in civil, family law and small claims matters.
**Court Executive Officer**

The CEO manages approximately 110 employees and oversees a $15 million annual budget. The CEO has many enumerated duties and responsibilities, described in California Rules of Court, Rule 10.610. These duties are broad and diverse, encompassing all aspects of human resources, finance, information services, strategic and operational planning and other administrative functions. In addition, the CEO is responsible for oversight of clerk’s offices, courtroom operations and jury services, as well as implementation of court policies and procedures.

In Marin, due to budget constraints, the Court has a flat organizational structure, with no Assistant or Deputy CEO. Therefore, the CEO is expected to be ‘hands on’ and conversant in many of the operational and administrative aspects of the Court. The CEO’s direct reports include all management-level staff.

Judges appoint the incumbent, but the Presiding Judge directs the work of the CEO and delegates certain administrative responsibilities to the CEO. In addition, the CEO works directly with members of Judicial Council Staff and other CEOs on court administration policies, legislative initiatives, budget proposals and other issues that affect the judicial branch. The CEO also typically serves as the Public Information Officer and point of contact for justice partners.

In recent years, the CEO has led an effort to reengineer many functional areas of the Court to streamline operations and use technology more effectively.

**Priorities and Challenges**

The CEO’s top priority is to continue to focus on improving access and public service for court users. Whether through technology innovation or by reengineering procedures in the clerk’s offices, jury services or the courtrooms, the CEO will be required to embrace a philosophy of continuous improvement and instill that philosophy in court staff.

A key challenge will be to manage the Court’s budget, which has been adversely affected by the economic downturn in California, as well as a new allocation formula adopted by Judicial Council. Under this new formula, the Court has continued to lose state funding even while other courts are experiencing increases in funding.

A major priority will be to modernize and replace aging case management systems and bring e-filing to the Court. This will be especially challenging, given the cap on fund reserves of 1%. Although the Court has some funds set aside for this purpose, they are inadequate to replace existing systems, so other creative solutions must be sought.

Finally, a financial challenge will be to plan for and ensure adequate funding to meet pension and retiree health obligations. The Court has an OPEB trust, which is not yet fully funded, to meet the anticipated future costs of retiree health benefits. Further investment in this trust must be planned for and managed.
The Ideal Candidate

The ideal candidate is a strategic thinker, with excellent communication, interpersonal and analytical skills, a working knowledge of court administration and operations, and a strong background in finance, human resources and policy development. A history of innovation and resourcefulness will be weighted heavily. The candidate will be forward thinking, politically astute and highly collaborative, with the ability to inspire and motivate staff and community partners. The candidate will also have a working knowledge of and experience with labor negotiations.

Qualifying Experience and Education

The successful applicant should possess a degree in public, business or judicial administration or some related field and five years of progressively responsible experience in a complex court, criminal justice or governmental environment. Education and employment experience in public finance and human resources is highly desirable. Background in trial court management, including operations, is advantageous.

Compensation & Benefits

The annual salary range for the Court Executive Officer is $185,000 to $215,000 per year. Placement within the range will depend on a candidate’s experience and salary history. In addition, the salary is supplemented by a generous benefit package that includes the following elements:

RETIREMENT - For new employees, the Court’s retirement system is authorized by the County Employees Retirement Law of 1937 with a plan of 2% @ 62. This system has a reciprocity relationship with CalPERS and other 1937 Law entities.

Note: Court employees do not contribute to Social Security other than mandatory Medicare tax.

INSURANCE - The Court offers a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans. The Court also offers flexible spending accounts.

The Court also provides generous paid leave allowances (paid time off and sick leave).
Supplemental Questions
(Each response should be no longer than two pages)

- Describe the essential characteristics of your leadership style and philosophy and provide examples of how you have applied this philosophy to managing subordinates.

- Describe your experience in short-range and long-range strategic and operational planning, including how you engage stakeholders in collaborating in these efforts. If you have had such experience with judicial officers, please include this in your response.

- Discuss your experience in project management/project leadership to implement technological, operational or service delivery improvements in an organization. Give specific examples of a successful implementation and describe lessons learned on a project that fell short of your expected goals.