

CITY OF

GLENDALE

ARIZONA



PRESIDING CITY JUDGE



The Community

Boasting more than 300 days of sunshine a year, the City of Glendale is a dynamic desert community located on the western edge of the Phoenix metropolitan area in Maricopa County. Encompassing 60 square miles, Glendale (pop. 237,000) is the fifth largest city in Arizona and a member of the Maricopa Association of Governments. Renowned for its sports complexes, affordable homes, and family entertainment, Glendale remains one of the most desirable communities in the Valley of the Sun.

With a long-standing commitment to connecting sports and community, Glendale boasts one of the most dynamic sports and entertainment districts in the country. A six square-mile, mixed-use district is the home of the Arizona Coyotes (NHL) and the Arizona Cardinals (NFL) as well as spring training facilities for MLB's Los Angeles Dodgers and Chicago White Sox. Glendale was just named the host of Super Bowl LVII in 2023. University of Phoenix Stadium has already hosted two Super Bowls (2008 and 2015), two BCS National Championship football games (2007 and 2011), the College Football Playoff National Championship (2016), the NCAA Men's Basketball Final Four (2017), and countless world-class concerts, including the Rolling Stones and U2.

The Organization

The City of Glendale operates under a Council-Manager form of government. Citizens elect the Mayor at large, with the six Council Members elected by geographic districts. The Mayor and Council Members all serve four-year terms. The City Manager, Clerk, Attorney, and Presiding City Judge are appointed by the Mayor and Council.

With approximately 1,900 employees and a FY 2020-21 budget of \$747 million, Glendale is a full-service, progressive city. Services include police and fire protection; water, sewer, and sanitation services; the construction and maintenance of highways, streets, public facilities, and other infrastructure; and recreational activities and cultural events.

Maricopa County is one of the fastest growing counties in the country. Most of the growth in the next 25 years in the Phoenix area will occur in the "West Valley," with Glendale at the epicenter. In 2016, voters approved Envision Glendale 2040, an update of the City's General Plan.

Overview of Responsibilities

The Presiding City Judge serves as the chief officer of the City Court and performs professional and administrative work in adjudicating cases involving violations of city codes and ordinances and criminal misdemeanor cases. Provides direction, mentors and oversees work performed by City Judges, Judges Pro Tempore, Court Hearing Officers, Court Administrator and other management personnel.

This position is appointed by the City Council to a two-year term with opportunities for re-appointment and is a key member of the Executive Leadership Team.

The Court

The Presiding City Judge has administrative responsibility for the Glendale City Court, which consists of 44 regular status employees, 2 City Judges, 1 Court Hearing Officer and 11 Judge Pro Tempores. The City Court adjudicates criminal misdemeanors, City Code violations, traffic violations and certain juvenile offenses committed in the City of Glendale. In cases of domestic violence and harassment, the Court issues protective orders. The Court has the authority to issue search warrants for misdemeanors and felonies.



The Ideal Candidate

The successful Presiding City Judge will be a proactive, strategic thinker and decision maker who possesses outstanding integrity and judgment. Will demonstrate accountability, flexibility, knowledge of relevant technology, and be committed to Glendale citizens. Will also have an engaging and collaborative management style, excellent communication and interpersonal skills, and enjoys the challenge of a fast-paced, progressive, team-oriented work environment. Must be able to successfully facilitate and manage change, develop staff, and have an internal focus on creating efficiencies while operating within the current budget structure. Has the ability to establish trusting and respectful relationships within and outside the organization and can demonstrate a commitment to community through engagement in memberships and activities with local organizations.

The Role

- Provides direction and oversees work performed by City Judges, judges pro tempore, court hearing officers, Court Administrator and other management personnel.
- Through Court Administrator, manages administrative, financial and operational functions of the City Court.
- Responsible for establishment and initiation of management and administration of all policies and procedures necessary to operate the Glendale City Court.
- Selects and appoints hearing officers.
- Presides over and adjudicates civil traffic, criminal traffic, criminal, domestic violence, injunctive orders and municipal code cases.
- Assures court proceedings are conducted in accordance with the state constitution, Rules of the Supreme Court, applicable state statutes and local ordinances.
- Issues legal instruments including search warrants, arrest warrants, summons, subpoenas, injunctive orders, probation orders, sentencing and related documents.
- Conducts legal research.
- Represents the City Court at City Council meetings and in other designated capacities.
- Reviews proposed city and state legislation for impact on court operations and prepares comments for the Intergovernmental Programs Office.

Qualifying Education and Experience

The ideal candidate should have proven management and communication skills, along with a broad range of legal knowledge including the principles of civil and criminal law, court procedures, decorum, judicial conduct, and policies; judicial ethics and rules of evidence; and State laws and City of Glendale Ordinances. The position requires a Juris Doctorate degree from an accredited school of law, admission to the Arizona State Bar and a minimum of ten years of experience in the practice of law, including two years as a judge. Preference will be given to candidates with at least 5 years of experience as a judge with a City court.

The Compensation

Salary will be commensurate with experience and offers will start at \$180,000. The City of Glendale may offer moving and relocation reimbursement to the top candidate.

In addition, the City offers a comprehensive benefits package including:

- Generous leave including vacation, medical, and holidays (11.5 annually)
- Medical insurance (choice of three plans)
- Dental insurance (choice of two plans)
- Flexible reimbursement accounts
- Long- and short-term disability insurance
- Paid life insurance equivalent to annual salary
- Arizona State Retirement System (Five Year Vesting)
- Voluntary 457 deferred compensation plan

To Be Considered

Candidates should apply by **Friday, July 24, 2020** and should include a compelling cover letter and comprehensive resume. Application materials are available on our website at <https://www.governmentjobs.com/careers/glendaleaz>.

Top candidates will be invited to participate in a comprehensive interview and assessment process conducted by the City Council.

The names of applicants and their applications shall not be disseminated to the public. Applicants who are selected to be interviewed and who agree to be interviewed shall then become candidates for appointment to judicial office. The names and applications of candidates, without home addresses or telephone numbers, will be made available for public review upon request.

Direct questions to Alyssa Bethel at (623) 930-2280.

Overview of Search Schedule

Filing Deadline	Friday, July 24
Screening of Applications	July 27 - July 31
Recommendation of Candidates	August
Finalist Interview Process	September to Early October

The City of Glendale is an Equal Opportunity Employer