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**Court Administrator
Massachusetts Trial Court**

The Position

The Massachusetts Supreme Judicial Court is seeking to hire an experienced, dynamic leader as the next Court Administrator for the Massachusetts Trial Court. With general guidance from the Supreme Judicial Court, the Court Administrator, along with the Chief Justice for the Trial Court, co-leads the Trial Court, the largest component of the Massachusetts Judicial Branch with seven individual court departments, over 6,000 employees, and more than 100 locations. An exceptional leader is required for this position given the additional challenges facing the court system due to the pandemic.

The Court Administrator serves as the administrative head of the Trial Court, and is charged with managing operations that provide effective, timely, and innovative support to the judges, clerks, and staff who work daily to achieve the Trial Court's mission -- Justice with Dignity and Speed. The Court Administrator works closely and collaboratively with the Chief Justice of the Trial Court and is responsible for the administrative functions that support this mission, including budget preparation and oversight, labor relations and personnel policy, information technology, facilities management, capital projects, and security. The Court Administrator position was created by statute. G.L. c. 211B, section 9A, sets forth the powers and duties of the office.

This individual will be expected to bring innovative vision and best practice solutions to support a continuous improvement culture in a high performance organization. The successful candidate must have the ability to collaborate, build consensus, motivate, and inspire others to realize and implement the Trial Court's goals and vision and to build a state-of-the-art, 21st Century model of court management excellence. This position calls for a leader with a broad understanding of executive management, organizational change and improvement, the legislative appropriations process, budgeting, capital planning and facilities management, labor relations, and information technology.

Key Areas of Focus

Information Technology. The Court Administrator provides leadership in the area of information technology to ensure that major project initiatives receive the oversight and support necessary for timely and successful implementation.

Human Resources. The Court Administrator will leverage the recent investment in the Human Resources team to continue to enhance the service-oriented delivery of HR programs and services to the organization.

Diversity and Inclusion. The Trial Court is committed to delivering justice by addressing bias, embracing diversity, equity, and inclusion, and eradicating discrimination, while building the capacity of others to do the same. In partnership with the Chief Justice of the Trial Court, the Court Administrator is responsible for ensuring that all programs and initiatives of the Trial Court support and enhance this commitment.

Budgeting and Fiscal Affairs. The Court Administrator oversees the preparation of annual budgets for the Trial Court and represents the Trial Court in budget negotiations with the Legislature, the Executive Office of Administration and Finance, and the Office of the Governor.

Capital Management. The Court Administrator works closely with the Supreme Judicial Court and the Chief

Justice of the Trial Court to prepare a comprehensive capital plan that includes, but is not limited to, information technology and facilities. The Court Administrator also works with the Governor's Office and the Legislature to obtain the funding required to actualize that plan.

Facilities Management. The Court Administrator is responsible for ensuring that 100+ court facilities throughout the state provide a safe, healthy, and functional environment for employees and members of the public to conduct court business.

Strategic Planning and Successful Execution. Working at all levels of the Trial Court system, the Court Administrator and the Chief Justice of the Trial Court work to develop and drive demonstrable progress in the development and execution of strategic plans, resulting in better delivery of justice across the state.

Communication and Relationships Beyond the Trial Court. In concert with the Chief Justice of the Trial Court, the Court Administrator serves as an important conduit between the Trial Court and external constituencies by establishing productive and ongoing relationships with officials of the Executive Branch, the Legislature, the media, the bar, and other external associations.

Qualifications and Experience

The professional requirements and preferred personal attributes of the ideal candidate include, but are not limited to, the following:

General Background:

- A minimum of a bachelor's degree from an accredited college or university is required. An advanced degree in law, business administration, judicial administration, public administration, or related discipline is preferred.
- 10 - 15 years of public- or private-sector executive-level experience leading administrative functions including technology, human resources, facilities, and finance, with experience overseeing executive level positions, including the ability to develop a strong executive leadership team. The candidate's background should demonstrate substantial growth and advancement in successive management positions both as to level of responsibility as well as the difficulty and complexity of duties and projects overseen.
- Demonstrated understanding of the complexities of Massachusetts Trial Courts, legal systems, and the law is preferred.

Management and Communication Skills:

- Ability to work as a co-equal manager and to develop, with the Chief Justice of the Trial Court, a model for smooth, efficient, and cooperative governance of the Trial Court.
- Experience working within a complex organization in a high-pressure, high-impact, and high-profile position.
- Experience managing multiple priorities, with intense demands for results and accountability, and large amounts of information.
- Working knowledge and experience related to the management of technology professionals and major technology operations and projects.
- An understanding of intergovernmental relations and the public appropriations process, together with a firm grasp of the interconnection between judicial priorities and budgeting. The ability to work with legislators and members of the Executive Branch to obtain the funding and structural support necessary for the Court to carry out its mission.
- Demonstrated commitment to building an organization committed to promoting equity, diversity, and inclusion.
- Commitment to the collection and use of performance measures and evaluation at all levels of the Trial Court and to a model of data-driven management.
- Experience with the implementation of innovative technologies to enhance operations. Familiarity with the

development and successful implementation of complex strategic plans. Keen interest in leading an organization through cultural change.

- Good judgment, understanding, and tact to build and maintain working relationships with other courts and with local, state, and federal government officials, members of the Bar, and the public. Experience building coalitions with both internal and external stakeholders. Experience working with top leadership in key stakeholder organizations, both inside and outside of government.
- Experience managing facilities across many locations with a priority of providing a safe and healthy environment for both employees and members of the public.
- General knowledge of Human Resources disciplines – organizational structure, employment law compliance, classification, compensation, staffing, performance management, employee development, and employee relations and engagement. An understanding of the legal requirements that apply to employers operating within a unionized work environment featuring a number of collective bargaining agreements.

Personal Attributes:

- Outstanding communications and team-building skills, as well as business and political savvy. A management style that is collaborative, inclusive and empowers others to succeed.
- An appreciation and respect for the expertise of others.
- An ability to work without supervision or guidance in a self-directed manner to create the management efficiencies called for in the strategic plan. A strong sense of confidence and the wisdom and courage to make difficult choices when needs are abundant and resources are not.
- Absolute integrity, strong listening skills, patience, high energy, and a sense of humor.
- Ability to understand, promote, and model high ethical standards.

Compensation and Term

By statute, the Court Administrator and the Chief Justice of the Trial Court receive identical salaries. The current salary, as determined by statute, is \$195,628, plus an excellent benefits package.

By statute, the initial appointment would be for a five-year term, with the possibility of reappointment to a second five-year term.

Application

Interested candidates should send a cover letter and resume to Jennifer MacBeth at jennifer.macbeth@jud.state.ma.us. The posting will remain open until the position is filled, but candidate evaluation will begin on November 30, 2020.

The Supreme Judicial Court is an Equal Opportunity Employer
and encourages all interested persons to apply.