

City of Hermiston, OR
Court Administrator



Nestled in the heart of the Columbia Basin, seven miles south of the Columbia River and Lake Wallula, Hermiston, with a population of 19,354, is the largest City in Eastern Oregon. Long recognized as a progressive and growth-oriented area based economically on agriculture, transportation and utilities, Hermiston is also quickly becoming a hub for logistics and data center operations. Economic and job growth combined with a temperate climate, year-round recreational opportunities and an excellent school district, have made Hermiston an extremely desirable location for families, outdoor enthusiasts and upwardly mobile professionals alike.

Reporting to the City Manager and in collaboration with the Municipal Court Judge, the Court Administrator is responsible for planning, directing, managing, and participating in the activities and operations of the Municipal Court. This position has management oversight of two full-time Court Clerks and an annual budget of \$711,000. In addition to being a well-qualified and experienced Court professional, the City seeks a proactive hands-on leader with knowledge of the principles of public administration, court best practices, fair administration of justice, and quality customer service.

The minimum educational requirement for this position is a bachelor's degree from an accredited college or university in business, public administration, criminal justice, or another related field. At least two years of court administration experience, including at least one year in a supervisory/lead capacity, is also required. A combination of education and experience that provides the required knowledge and skills will be considered. Possession of, or ability to obtain a valid Oregon driver's license will be required along with proof of an acceptable driving record. The Director shall establish residency within an area that allows for a 30-minute response time, excluding Washington state.

The annual salary range for this position is \$78,540 - \$95,568 with an excellent benefits package that includes medical, dental, and vision coverage through Blue Cross Blue Shield of Oregon; enrollment in the Oregon Public Employees Retirement System (with 6% City-paid employee contribution), and generous paid leave. Relocation assistance may also be considered, as applicable.

Qualified candidates are invited to apply online and submit their current resume along with a letter of introduction at <http://bit.ly/SGROpenRecruitments>. For additional information or confidential inquiries, please contact:

Lynn Barboza, Senior Vice President
LynnBarboza@GovernmentResource.com
702-423-2905