

DEPUTY COURT ADMINISTRATOR

POSITION SUMMARY: Under general direction plans, directs, and coordinates activities of the Administrative Office of the Superior Court; to ensure that goals and objectives of the department are accomplished within prescribed time frame and funding parameters, by performing the following duties personally or through subordinate supervisors; performs other work as assigned or required. This is a Mid-Management/Division Head position that works under administrative/policy direction. Positions at this level manage a division of the organization and/or serve as the Assistant to the head of a major department. The most critical and time-consuming responsibilities include policy implementation, direction of programs/service delivery, and resources management in a major department or major functional area of a department. The decisions made affect the goals, services, and objectives of the organization and may involve highly sensitive and political issues affecting the organization as a whole. Work is accomplished within the broadest framework of policy guidance.

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those that are **least** likely to be essential functions for any single position in this class.

- Confers with staff to outline work plan and to assign duties, responsibilities, and scope of authority.
- Coordinates departmental activities with activities of the Judicial Divisions of the Superior Court, government regulatory, or other governmental agencies.
- Directs and coordinates activities of personnel to ensure department progresses on schedule and within prescribed budget.
- Establishes work plan and staffing for each aspect of the department, and arranges for recruitment or assignment of personnel.
- Negotiates and responds to grants and contracts.
- Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.
- Confers with personnel to provide technical advice and to resolve problems.
- Prepares reports for management, client, or others.
- Prepares federal and state grant application for funding.
- Reviews status reports prepared by staff and modify schedules or plans as required.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: The knowledge, skills, and abilities listed below are required to allow the employee to perform the duties listed above at the Department Head/Administrative Officer level.

DEPUTY COURT ADMINISTRATOR

Page 2

Knowledge of

- Principles and practices of management and supervision.
- Budget preparation and administration.
- Administration of external funding source monies such as grants, revenue reimbursements, and bond issues.
- Federal laws pertaining to employment administration.
- Generally accepted procedures for contract administration.
- Principles and practices of leadership, management, and supervision.

Skill To

- Apply management techniques and practices in administration and supervision.

Ability To

- Communicate with the general public, other County employees, management, contractors, public officials, federal agency officials, property owners, and contractors.
- Analyze administration problems.
- Plan, organize, and supervise.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Establish and maintain effective working relationships with employees, other agencies, and the public.
- Follow written and verbal instructions.

Education, Experience and Training: The knowledge, skills, and abilities listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below.

Education: Bachelors in Management, Administration, Engineering, or other closely related field

Experience: 5 years related work experience, two (2) of which were in a supervisory or administrative capacity, or an equivalent combination of training, education and experience which demonstrates the ability to perform the duties of the position.

EEO Category: Officials and Administrative

FLSA STATUS: Exempt

10/05/2001