

Superior Court of California County of Mono

INVITES APPLICATIONS FOR THE POSITION OF

Court Executive Officer

**Salary Range: \$100,000 - \$140,000
Plus \$2,000 Relocation Allowance**

Application Deadline: February 7, 2019



**New Mammoth Lakes Courthouse – the Main Courthouse for the Superior Court of
California, County of Mono**





McLeod Lake-15 minute drive from downtown Mammoth Lakes-with a hike

Live, Work and Play in one of the Most Beautiful Places in California-the Eastern Sierras

The Court Executive Officer position is based at the main courthouse for the Superior Court for Mono County located in Mammoth Lakes. The town of Mammoth Lakes is a well-known destination ski resort but it has much more to offer. Mammoth Lakes provides an entertainment, shopping and cultural center for Mono County. There are numerous restaurants, live theater, community college, luxury outlet shopping, movie theater and concert venues in Mammoth Lakes.

Mono County is a year round resort destination with Mammoth Mountain, Yosemite Park, Mono Lake and other places of natural beauty. The eastern gateway to Yosemite National Park is less than a 45 minute drive from the main courthouse in Mammoth Lakes. Working for the Mono County Superior Court provides an opportunity for professional development as well as enjoying the many recreational activities that California is known for: skiing, snowmobiling, hiking, kayaking, dirt motor biking, golfing, mountain biking, windsurfing, waterskiing and more.

The Court Executive Officer Position

The Superior Court of California for the County of Mono is seeking to fill the position of Court Executive Officer (CEO). The CEO is an executive level position serving at the discretion of the judges and under the executive direction of the Presiding Judge. This position is responsible for providing strategic direction to the Mono County Superior Court (Court) and has overall management authority of the non-judicial components of the Court system. The CEO is responsible for all of the duties specified in Rule 10.610(b) and (c) of the California Rules of Court. Mono County is a small County located in the Eastern Sierra with a full-time population of 14,168 (2017) and one incorporated town, the Town of Mammoth lakes (altitude 7,881'). The Mono County Superior Court is a two-judge court with a current allocation of 13 full-time non-judicial positions (including the CEO) that will require the CEO to be "hands on" and work closely and cooperatively with the judges, administrative staff, clerks, IT staff, Family Law Facilitator, Child Support Commissioner, Judge Pro Tem, justice partners, union negotiators, contractors, courtroom professionals and Judicial Council staff. In addition to the duties set forth in Rule 10.610(b), the CEO will act as ex officio jury commissioner and Clerk of the Court, and be responsible for the representative duties stated below. The CEO must be willing to live in a high-altitude environment with winter weather conditions, be willing to travel distances for meetings, training, and common amenities available in larger communities, and act as the Court's Human Resource Director and Facilities Maintenance Director.

Representative Duties:

- Preparing all reports required by the Judicial Council.
- Works with the Sheriff's Department and local law enforcement to ensure court security.
- Assists the presiding judge in the development and approval of local court rules and general orders.
- Responsible for procurement and implementation of a new case management system.
- Responds to media and Public Record Act requests.
- Assists the presiding judge in the recruitment and training of the Grand Jury.
- Identifies and prepares court for changes in state budget allocations, laws, and Rules of Court.
- Works closely with the presiding judge to plan and implement administrative and operational programs and policies for the court.
- Provides leadership, mentoring and motivation to staff.
- Directs the development and implementation of organizational policies, long range planning, new legislation implementation, fiscal and human resource policies, labor negotiations and labor relations policies, automated systems, and records management.

The Court in Mono County

The Superior Court for Mono County (Court) has three Judicial Officers—two judges and a part-time commissioner. The Court has two courthouses, the new Mammoth Lakes location and the historic courthouse in the county seat of Bridgeport. There are 16 full-time staff positions. The management team for the Court consists of the CEO, Assistant Court Executive Officer, Fiscal Director, Court IT Systems Engineer and Court Executive Assistant.



The New Mammoth Lakes Courthouse in Winter-Mammoth Mountain in the background

Representative Duties Continued:

- Plans, organizes, directs and coordinates directly and/or through subordinate managers and supervisors.
- Monitors the effectiveness and results of court operations; directs operational and analytical studies and makes recommendations to the presiding judge as appropriate.
- Directs the preparation of data, reports, agreements, contracts, memorandum of understanding, labor contracts, and other legal documents.
- Directs, manages and monitors the preparation of the court's budget, fiscal operations, and represents the court in budgetary matters.
- Identifies and forecasts the court's short and long-range needs; determines necessary resources (e.g., equipment and staffing).
- Works closely with judges and represents the court in negotiations related to establishment of physical facilities for the court and provision of services to the court by outside vendors.
- Serves as liaison for the court with the Judicial Council, committees, the news media, and State, County and City officials.

Ideal Candidate should have the following:

Knowledge of:

- Principles, practices and trends in Court, public and business administration; Court organizations and functions; duties prescribed by law for Court Executive Officers; personnel management practice; local government operations; state legislation.
- Demonstration of a past record of leadership amid complex factors, including dwindling resources and dynamic internal governance.
- Analyze complex administrative and process problems; evaluate alternatives and implement recommendations.

Ability to:

- Proactively propose and initiate changes in operations to achieve efficiencies and manage budget shortfalls.
- Establish and maintain positive working relationships with elected officials, staff, the public, and representatives from other agencies, including the Judicial Council and other Court Executive Officers. Excellent interpersonal communication skills essential in responding to inquiries from community groups, the general public and the news media.
- Skill in dealing with employee organizations and grievance resolution.
- Ability to establish an effective team atmosphere and to provide leadership in solving problems in a collaborative and systematic fashion.
- Demonstrate a history of successful project management that reflects on-time and on-budget deliverables.

Minimum Qualifications

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying.

Education: A Bachelor's degree from an accredited college or university in business or public administration, criminal justice or a closely related field.

Experience: Five years of progressively responsible administrative or managerial experience in public service or a government agency of which at least four years have been at a highly responsible professional management level, preferably in a court environment. Additional qualifying experience may substitute for the required education on a year-for-year basis.

Salary & Benefits

- **Salary-** Salary range is \$100,000 to \$140,000. The salary of the person hired for the position will be dependent on qualifications and experience.
- **Relocation Allowance-** \$2,000 one-time payment for the applicant who is hired if she or he is not a resident of the Town of Mammoth Lakes and relocates to take the position.
- **Vacation, Personal Holidays & Merit Leave:** Upon initial employment, 80 vacation hours per year. After three years of service, 120 vacation hours per year. After six years of service, 136 hours per year. After 10 years of service 160 hours per year. Upon initial employment, 160 Merit Leave hours per fiscal year. Upon initial employment, three personal holidays per calendar year.
- **Sick Leave:** Sick leave is accrued at the rate of 108 hours per calendar year.
- **Health Plan:** The Court pays 100% of dental and vision premiums. The court also pays 100% medical/health insurance for Employee only plans. The court pays 95-100% of Employee Plus One rates and Employee Plus Family rates (the percentage paid depends on cost of coverage employee chooses).
- **Retirement:** Court employees are entitled to participate in CalPERS state pension program.
- **Additional Benefits:** Court employees may also participate in IRS section 125 cafeteria plan that includes a flexible spending account, dependent care account, and optional insurance elections that include Cancer Care, Supplement Life, Accident and Disability Insurance. Deferred compensation is also available.

How to Apply

Interested persons are to submit a résumé, a one-page narrative statement of qualifications, and a completed Court application. Application forms may be obtained on the Court's website, www.mono.courts.ca.gov. Under the General Info section, select "Employment", or call the Court at (760) 923-2321. The narrative must succinctly describe the applicant's specific qualifications for the position. The résumé should indicate each former position held and indicate the job title, name of the firm or agency, dates of employment and a description of duties performed, including supervisory or management responsibilities. Completed application packets may be e-mailed to judicial Council of California the following email address: Justin.Logan@jud.ca.gov or sent by regular mail to:

Judicial Council of California
Attention- Justin Logan / Human Resources
455 Golden Gate Ave.
San Francisco, CA 94102

Completed applications must be received on or before 5:00 p.m., on Thursday, February 7, 2019.

The Superior Court of California, Mono County, is an equal opportunity employer.