



## Grand Traverse County, MI Job Description

### Director of District Court Services

#### GENERAL SUMMARY

A primary function of the job is to manage the daily operations and planning for the District Court. Duties include managing all administrative operations of the court including supervising administrative staff, budget management, information technology systems, courthouse security, contract management, and facilities maintenance.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It will also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.

#### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Supervises designated staff, including overseeing work, hiring, training, disciplining, establishing, and evaluating appropriate performance standards in accordance with the District Court's objectives.
- Performs complex and varied financial strategic planning, budgeting, and forecasting revenues and expenditures, which includes monitoring financial outcomes; providing timely financial analysis and direction; maintaining and adjusting cost allocation plans.
- Researches, writes, and manages grants, including monitoring grant expenditures and preparing grant reports.
- Manages and administers the courts automated software system to ensure compliance with applicable State court rules, ensuring the efficiency and consistency of data sharing with applicable counties.
- Oversees courthouse security, including authorizing key card access for staff and collaborating with other internal departments to resolve and mitigate potential security risks.
- Manages applicable contracts, which includes preparing RFPs, recommending, and participating in the selection of vendors, monitoring contract compliance, and authorizing applicable payments.
- Oversees facilities maintenance activities associated with the court.
- Establishes priorities, monitors, and evaluates the effectiveness and efficiency of court programs, and develops and implements plans to improve services.
- Works collaboratively with other courts, law enforcement agencies, as well as federal, state, and county government entities to research and resolve issues.
- Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups.

#### EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in social sciences, business administration, education, criminal justice or law.
- Four to six years progressively responsible directly related experience.



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- Master's degree in a related field may substitute for one year of experience

### CERTIFICATIONS, LICENSES (minimum requirements)

Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

### CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- May be required to work irregular hours

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

### DISTINGUISHING CHARACTERISTICS

Work involves the origination of models, concepts, theories that are new to the field, and where no prototype exists in the overall organization. Few, if any, guidelines exist. Leadership, judgment, and risk management skills are needed to deal with largely undefined issues or to find solutions to unyielding problems. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the Judges or County's senior executives to resolve or may not be resolvable.

- This job is not part of a series.

### PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Work is performed in an office environment.
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds.
- May be exposed to infectious diseases and/or criminal suspects or prison inmates.

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of generally accepted accounting and bookkeeping principles
- Advanced knowledge of state, federal and administrative law including both procedural and substantive issues surrounding both criminal and civil law
- Specialized knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, and telephones
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections, and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Ability to understand managerial policies and prioritize the needs of the unit.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives and develop liaison relationships between the community and the County.
- Skill in researching and resolving complex problems to ensure compliance
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to facilitate meetings effectively and efficiently
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently