

Career Opportunity

The City of Bellingham is seeking an accomplished professional to serve as **Court Administrator**



THE COMMUNITY

The City of Bellingham is among the most livable, vibrant communities in the country. Located in the northwest corner of the United States, Bellingham is centered just 90 miles north of Seattle and 60 miles south of Vancouver, B.C. The city consists of 25.5 square miles, and has a population of over 80,000.

With Puget Sound and the San Juan Islands to the west, snow capped Mt. Baker and the Cascade Mountains to the east, and the surrounding area dotted with lakes, Bellingham is a breathtakingly beautiful place to live and work. Residents can ski the slopes of Mt. Baker and sail Bellingham Bay in the same day or explore miles of hiking and bike trails, or stay in town and enjoy a vibrant arts scene, unique shops and restaurants, and community-wide emphasis on locally produced food and other products.

Bellingham is among the fastest growing metropolitan areas in the country, and the town and surrounding wilderness make it a distinctly livable city. Bellingham is the recipient of a long list of awards, including many designations as a “best place” for livability and outdoor adventures and recognition for leadership in sustainability.

The community proudly supports an active and innovative arts culture with numerous museums and art galleries, and a rich variety of musical and theatrical performing arts. The Whatcom Museum (a Smithsonian affiliate) complex houses contemporary art and historic exhibits, and is one of the largest museums outside of Seattle. The Mount Baker Theatre hosts more than 100 live performances each year. The City’s rich historic heritage has been preserved, and historic districts now house specialty shops, bookstores, and fine dining.

The City has a wide variety of desirable neighborhoods and housing styles, from regal Victorians to waterfront hideaways, country farmhouses, condominiums and thoughtfully planned new developments. Education is a top priority in Bellingham and Whatcom County. Citizens support excellence in education, including nationally lauded K-12 schools, highly regarded private schools, two community colleges, one technical college, and Western Washington University, which is ranked high among public regional universities in the West.

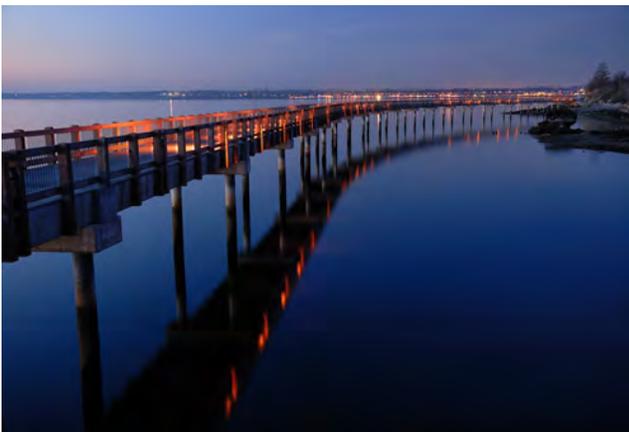


Photo by Kenni Merritt

CITY GOVERNMENT

The City of Bellingham has a non-partisan Council-Mayor form of government. Of seven Council positions, six are elected by ward and serve four-year terms, and one at-large position serves a two-year term.

The City has \$224 million in planned expenditures for 2014 and 860 employees, many of which are represented by nine collective bargaining units and a civil service system.

Additional information about the City is available by visiting: www.cob.org

THE DEPARTMENT

Bellingham Municipal Court has one full-time elected judge and one full-time commissioner. There is a full-time Court Administrator and eleven full-time staff positions. There are also two full-time contracted Courthouse Security Staff.

The Bellingham Municipal Court has jurisdiction over gross misdemeanors, misdemeanors and civil infractions committed in violation of the City of Bellingham ordinances. The Court hears appeals from Hearing Examiner decisions regarding vehicle impounds, property forfeitures/seizures and humane society declarations. The Court is open to the public and conducts hearings Monday through Friday. Caseload information is available at: <http://www.courts.wa.gov/caseload/> Note: The statistics do not include filings for 45,000 parking tickets per year. The 2014 budget for court and probation services is \$2.1 million.

The mission of the Municipal Court is to serve the public through the prompt resolution of criminal and civil cases in a manner that ensures access and fair treatment, and where all can safely access the Court.

The Court Administrator is responsible for all non-judicial functions of the Court, and is employed "at will" serving at the pleasure of the Municipal Court Judge. Municipal Court Judge Debra Lev has served since 2002 and begins her fourth four-year term in January 2014. The Court Administrator position also works closely with other Directors in the Executive Branch of government and makes presentations to the Bellingham City Council. The annual Municipal Court budget is set by the City Council in collaboration with the Judge and Court Administrator. The Court Administrator position requires broad discretion in working with outside agencies, commissions and the public.



"Our Court is dedicated to being innovative, efficient and effective. We are always receptive to adopting new programs and practices that will improve the level of services to our community. We constantly strive to improve court operations. Our duty to the community emphasizes processing our caseload in a timely and fair manner that addresses the underlying causes of crime, promotes public safety and ensures justice in each and every case."

Judge Debra Lev



COURT ADMINISTRATOR



POSITION OVERVIEW

The Municipal Court Administrator will be responsible for managing all non-judicial services within the court, and for maintaining an effective relationship with the Executive and Legislative Branches of City government. The Court Administrator acts as a liaison with elected officials, the public and stakeholder groups.

It is expected that the Court Administrator will provide:

LEADERSHIP - The Court Administrator provides daily oversight of the court's operations; development and implementation of strategic policy and procedures; budget development, case flow management; identifying and resolving technological needs and challenges; management of grants, contracts and personnel actions. The Court Administrator is a member of the Bellingham Whatcom County Commission on Domestic Violence and will serve on various internal and external criminal justice committees or task forces. The Court Administrator establishes a collaborative work environment. This position requires the exercise of broad discretion to provide critical, effective and efficient delivery of the services of Municipal Court.

STAFF DEVELOPMENT - The new Court Administrator will be required to continue development of a strong and coordinated team and will be expected to motivate, coach and inspire staff, foster training and serve as an advocate on behalf of the Court. The Court Administrator will manage by personal example of ethical conduct, enthusiasm and loyalty to the Court and its mission and vision.

TECHNOLOGY - The Court will implement an electronic document management system in 2014. The Court Administrator will be the project leader for the Court, and will be a member of the Information Technology team tasked with implementing the project. Strong analytical skills will be required to determine and assess new operational procedures and work flow.

PUBLIC INFORMATION - Provides public information to media resources in compliance with legal guidelines of the criminal/civil justice system. Supervises the response to all inquiries related to court records.

ACCESS TO JUSTICE - The Court Administrator will be expected to continue to develop and foster policies and practices that ensure equal access to justice for all parties.



COURT ADMINISTRATOR



CANDIDATE PROFILE

The successful candidate for this position will be an exceptional leader, capable of managing and directing the Municipal Court and participating as a member of the Bellingham management team. The ideal candidate will be an experienced, innovative problem solver, able to meet the dynamic and changing needs of the judiciary within existing fiscal resources. The Administrator must have a proven record of developing and managing progressive programs in all areas of court service delivery. The position requires a strategic business perspective and ability to successfully achieve system-wide change, including the ability to lead and deliver a large IT project. Experience implementing electronic records systems is highly desirable. Candidate must have demonstrated ability to build alliances with internal and external partners.

The position requires an approachable person who is capable of operating with significant independence and initiative. The position requires a demonstrated customer service orientation, highly developed interpersonal skills, political astuteness, effective written and oral communication skills, and the ability to make sound business decisions based on limited or complex information.

The Administrator must be an effective leader of people and processes who can maintain cooperative and effective working relationships with elected officials, citizens and stakeholders, both internal and external.

A proven record of advancement and personal stability with past employers must be evident. This is a position of public trust; personal integrity and ethics must be beyond reproach.

EXPERIENCE AND EDUCATION

This position requires five years of progressively responsible experience in a legal justice system with at least three years in a senior management position. Candidates must have three years of recent supervisory experience. Candidates must possess a Bachelor's degree in business administration, public administration, criminal just or related field. A Master's degree is preferred. Knowledge of Washington State Judicial Information Systems (JIS) is preferred.

In place of the above requirements, any combination of relevant education and experience which demonstrates the knowledge, skill and ability to perform the essential functions of the job will be considered.

Employment for the successful candidate will be contingent upon passing a criminal conviction and local background check and fingerprinting. Candidates are required to have a valid Washington State driver's license and good driving record.

COMPENSATION

Pending final Council approval the City of Bellingham has established a 2014 salary of range of \$105,948—\$111,528 for this position. The City offers an excellent benefit package and working conditions, including medical, dental and vision coverage for employees and their dependents. City employees participate in the Washington State Public Employees' Retirement System with joint contributions by the City and the employee.

APPLICATION

Please visit www.cob.org/employment to apply online. Candidates with questions may contact KayCee Luxtrum at 360-778-8234 or Angela Beatty at 360-778-8227. **The application deadline is January 24, 2014.**

SELECTION PROCESS

Prescreening of candidates and preliminary reference checking will begin January 15, 2014.

Semi-final candidates will be selected January 31, 2014. Skype interviews with the semi-finalist will be held on February 5, 2014.

Final candidates will be selected around February 7, 2014. Finalists will be invited to attend the final interview process in Bellingham, scheduled for Friday, February 21, 2014.

