

COURT ADMINISTRATOR

\$161,110 - \$204,060 DOQ

Apply by
September 21, 2025
(First Review. Open Until Filled)

PROTHMAN



THE REGION

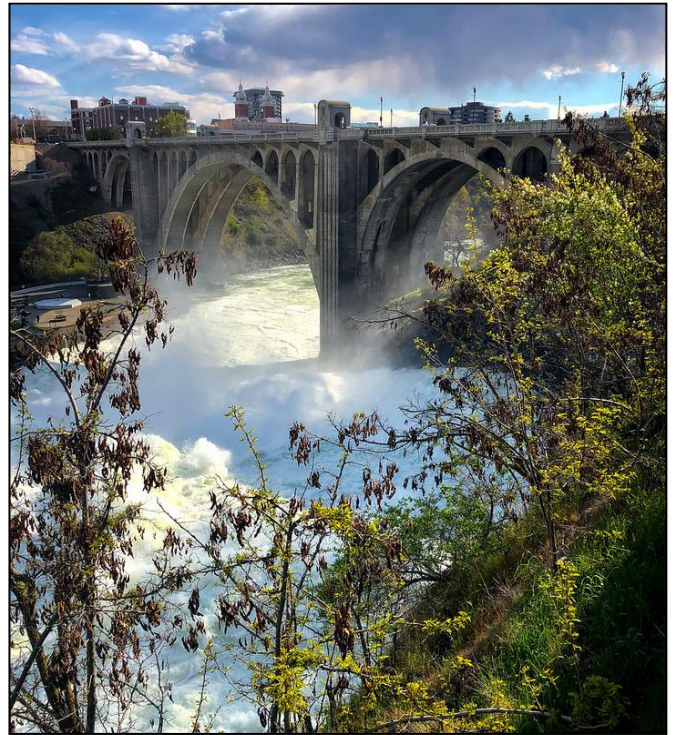


Named as one of the Best Places to Live in America by Outside Magazine, Spokane, Washington is the second-largest city in Washington state, home to approximately 210,000

residents. It is located in the eastern portion of the state, approximately 20 miles from the Washington-Idaho border. The Spokane MSA has a population of over 670,000. The city's nickname is the Lilac City and claims to fame include being the birthplace of the Father's Day holiday; the hometown of Bing Crosby; and the host of the 1974's World's Fair.

Spokane is a major commercial, industrial, educational and transportation hub for an approximately 80,000 square mile area encompassing three states and two provinces. The regional economy is well-rounded and diversified, with a strong emphasis in manufacturing, logistics, aero-space, life sciences, education and research, agri-business and professional services. The region also has a rich military history dating back to pre-World War I regiments and is home to Fairchild Air Force Base, who has one of the largest fleets of tanker aircraft in the country.

Spokane boasts a diverse cultural landscape deeply connected to its indigenous communities, particularly the Spokane Tribe of Indians. The city acknowledges and respects the ancestral lands, hosting events like the Gathering at the Falls Powwow to celebrate indigenous traditions. Beyond indigenous cultures, Spokane embraces multiculturalism, welcoming residents from various backgrounds.



The city fosters inclusivity through festivals, cultural celebrations, and community initiatives, promoting unity and mutual understanding among its diverse population. Spokane is committed to creating an environment where people from all walks of life can thrive, contribute, and collectively shape the city's vibrant cultural identity.

Recreation abounds in Spokane County with prevalent opportunities for fishing, hiking, camping, golfing, skiing and more. There are more than 76 lakes within a one-hour drive of Spokane with more than seven championship public golf courses.

The area enjoys over 130 local parks including Riverside State Park, a 14,000-acre park along the Spokane and Little Spokane rivers that offers camping, picnicking, swimming, fishing and boating, and Manito Park, a 90-acre park with spacious manicured lawns, playgrounds, walking and biking paths, flowers, topiary shrubs, a greenhouse conservatory and multiple picturesque gardens. In the winter, excellent skiing is available at five nearby mountain resorts.

Higher education is well represented in the Spokane region by Gonzaga University, Eastern Washington University, Washington State University, Whitworth University, and the Community Colleges of Spokane.

THE ORGANIZATION

The City of Spokane operates under a Mayor-Council, or “strong mayor,” form of government. The change to the strong mayor form took place in January 2001, after 40 years under a Council-Manager form of government. The Mayor serves as the head of the executive branch, and the City Administrator serves in the capacity of the City's chief operating officer. The legislative framework is managed by a seven-member City Council, handling the creation and oversight of city policies. The Council is comprised of a council president who is elected at large, and six council members, elected from three representative city districts. The Spokane Municipal Court serves as the third co-equal branch of government, providing judicial oversight and ensuring the fair and impartial administration of justice within the city.

THE MUNICIPAL COURT

The [Spokane Municipal Court](#), established in 2009, is a court of limited jurisdiction that adjudicates criminal misdemeanors, gross misdemeanors, and civil infractions occurring within the City of Spokane. The Court processes approximately 101,000 tickets annually, including criminal misdemeanors, civil infractions, photo enforcement infractions, and civil parking violations. Criminal cases handled by the Court include offenses such as DUI, domestic violence, theft, and other misdemeanor-level crimes. Civil infractions involve non-criminal violations such as speeding, lack of insurance, and parking offenses. The Court does not handle civil lawsuits, small claims, name changes, or protection orders. In addition to its core judicial functions, Spokane Municipal Court is recognized for its leadership in therapeutic justice. The Court operates several specialty courts, including Community Court, DUI Court, and Veterans Enhanced Therapeutic Court. These programs address underlying causes of criminal behavior through collaborative, evidence-based approaches, with support from their Community Justice Services team and other criminal justice partners.



THE POSITION

Under the authority of the Presiding Judge and in accordance with [General Rule 29](#), the Court Administrator provides strategic leadership to the Spokane Municipal Court and supports regional criminal justice coordination through collaboration with other courts and justice system agencies.

The Court Administrator oversees all non-judicial functions of the Court, including budget development and oversight, personnel management, court technology systems, facilities, and the operations of the Clerk's Office and Community Justice Services (CJS) Department. Success in this role requires adaptability and a commitment to continuous improvement in public service.

This position serves as the Court's primary liaison with City Administration, the City Council, department heads, labor groups, regional courts, and agencies throughout Spokane County and across the state. The Court Administrator is responsible for developing and administering the Court's budgets, managing grant programs, approving expenditures, and coordinating closely with City Finance, Budget, and Accounting offices.

The Court Administrator oversees implementation and management of the Court's technology systems, including eSuite case management, photo enforcement systems, and video conferencing tools. The role also includes direct responsibility for the court records unit and performance-based contract compliance.

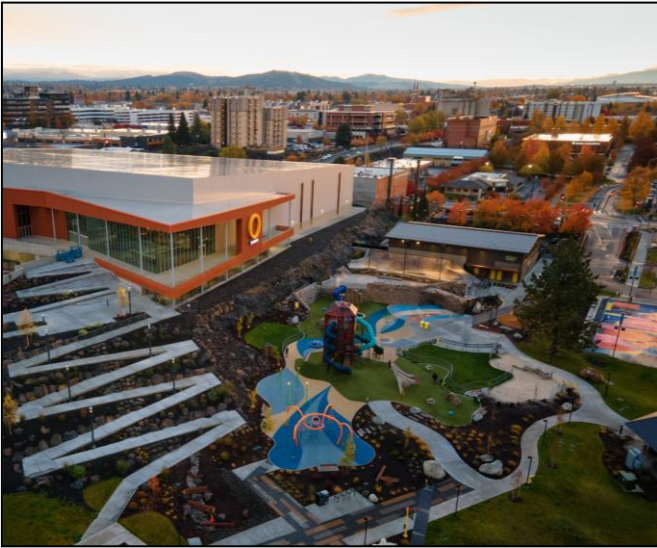
Personnel-related duties include coordinating hiring, onboarding, and staff training, conducting performance evaluations, and managing disciplinary actions up to and including termination. The Court Administrator participates in collective bargaining and represents the Court in labor-management relations. Additionally, the position serves as the Court's media contact for both print and digital communications.

As an exempt City employee, the Court Administrator is subject to the Spokane Municipal Code of Ethics and is expected to exemplify the highest standards of professional conduct, integrity, and impartiality.

To view the full responsibilities, please view the attachment found [here](#).

OPPORTUNITIES AND CHALLENGES

- The incoming Court Administrator will step into a pivotal leadership role at a time of transition and opportunity. This presents both a chance to continue fostering strong working relationships and the need to remain adaptable. The Court Administrator must be able to carry forward strategic initiatives while aligning closely with the evolving priorities of the Court's judicial leadership and potential shifts in judicial and municipal vision through regular election cycles.



- The Court's current facility arrangement, with operations spread across three separate locations, presents opportunities for improved coordination and efficiency. The outgoing Court Administrator has already made progress toward exploring a single, more functional location. The next leader will be well-positioned to continue these efforts, working collaboratively with City leadership to identify facility solutions that enhance convenience, streamline operations, increase security, and better serve staff, judicial officers, and the community.

- A recent employee engagement survey highlighted opportunities to strengthen leadership communication, trust, and overall organizational culture. The next Court Administrator will play a key role in building on this feedback by actively listening, approaching concerns with humility, and fostering open and transparent communication. By prioritizing meaningful staff engagement and promoting an inclusive, supportive environment, the next Court Administrator can help cultivate a professional culture where employees feel valued, respected, and heard.

- With approximately 94% of the Court's budget allocated to personnel, effective financial and human resource management is central to the role. The incoming Court Administrator will need strong budgetary and analytical skills to steward the department's financial resources while advocating for appropriate staffing and programmatic funding in a constrained fiscal environment. An understanding of collective bargaining and a commitment to positive labor relations will be essential, as the Court operates within a unionized environment.

- Following more than 12 years of continuous leadership with the previous Court Administrator, Spokane Municipal Court is undergoing a major transition. The next leader will need to build trust with a tenured and diverse staff of over 60 employees, many of whom will be looking for mentorship, development opportunities, and clear pathways for advancement. There is a significant opportunity to invest in staff capacity and succession planning, ensuring institutional knowledge is preserved while growing a team that is agile, empowered, and ready to meet the evolving needs of the Court and the community.

- Given the complexity of the role and the dynamic environment in which the Court operates, the successful candidate will be a quick learner with a strong operational background, political sensitivity, and a commitment to service. Humor, humility, and approachability will go a long way in strengthening relationships across all levels of the department and with external stakeholders.



THE IDEAL CANDIDATE

Core Minimum Qualifications:

- Six (6) years of progressively responsible court management experience **OR** ten (10) years progressively responsible management experience within the justice system. Management experience must include direct experience in administration, operations, and personnel supervision, including at least four (4) years of direct supervisory experience managing five (5) or more subordinates.



Equivalents:

- A bachelor's degree from an accredited college or university in judicial, public, or business administration or closely related field may substitute for up to three (3) years of the non-supervisory management experience.
- An MBA, MPA, LLB, or JD may substitute for up to six (6) years of the non-supervisory management experience.
- A JD in combination with a current license to practice law in the State of Washington is a preferred combination of credentials and may substitute for up to ten (10) years of the non-supervisory management experience.
- A Certified Court Manager (CCM) Certification will be considered the equivalent of two (2) years of experience in court or justice system management.
- A combination of a Certified Court Executive (CCE) Certification and CCM will be considered the equivalent of four (4) years of experience in court or justice system management.
- The selected candidate must have or obtain a National Center for State Courts (NCSC) Certified Court Manager certification within seven (7) years of hire.
- The selected candidate must complete the Washington Court Administrator Academy within 12 months of initial appointment to the position and complete approved continuing education as required by ARLJ 14.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of court structures, the legal system, court procedures, and the relationship between courts and other government agencies, including familiarity with General Rule 29, the Code of Judicial Conduct, Washington State Court rules for courts of limited jurisdiction, and court records requirements under General Rules 31 and 31.1.
- Understanding of case management systems, case flow management, and court performance standards established by the National Center for State Courts (NCSC).
- Demonstrated expertise in court administration practices, including strategic planning, operational oversight, budgeting, fiscal management, and collective bargaining within a public-sector environment.
- Strong leadership presence with the political acumen to engage collaboratively and credibly with legislative and executive branches of government, senior leadership, state and local agencies and court stakeholders.
- Proven ability to lead, supervise, and evaluate non-judicial staff, with a focus on recruitment, retention, training, performance management, and sustaining a strong organizational culture.
- Experience with labor relations, including negotiating and working within collective bargaining agreements involving strong public-sector unions.
- Exceptional communication skills, both oral and written, with the ability to engage diverse audiences, including court stakeholders and self-represented litigants.
- Skilled in collecting and analyzing complex data, preparing reports, and presenting findings to support administrative and policy decisions.
- Capable of managing concurrent priorities, adapting to shifting deadlines, and remaining composed in high-pressure situations.
- Forward-thinking approach to technology, with experience planning and executing digital initiatives that improve operational efficiency, and familiarity with paperless court systems is essential.
- Commitment to ethical conduct, confidentiality, and compliance with ADAAA, FMLA, and applicable federal, state, and local regulations.
- Customer service orientation with a demonstrated commitment to enhancing both internal and external service delivery.
- Comfortable navigating between high-level executive collaboration and hands-on tactical engagement with frontline staff.

COMPENSATION & BENEFITS

- **\$161,110 - \$204,060 DOQ**
- Medical, Dental, and Vision Insurance.
- Life Insurance – Employee and Dependent.
- Long Term Disability.
- Flexible Spending Accounts.
- Employee Assistance Program.
- Voluntary Life Insurance.
- 457 Deferred Compensation Plan.
- Spokane Employees Retirement System (SERS) – 11% Employer Contribution of Salary, 11% Employee Contribution of Salary.
- Additional Voluntary Benefits.
- Leave Accruals – 3.7 hours of vacation each pay period (vacation accruals increase with years of service), and 6 hours of sick leave each pay period.
- Personal Leave – 40 hours annually. Expires at the end of the year.
- 7 Paid Holidays, plus 48 hours annually of floating holidays which expire at the end of the year.
- One optional remote “admin” day per week.



To learn more about the community and City of Spokane, please visit:

my.spokanecity.org

www.visitspokane.com

The City of Spokane is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 21, 2025** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Spokane, WA – Court Administrator**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in. Photography credit to James Richman (profile cover, all photos on the second row; and photos on pages 2 and 4).

PROTHMAN

www.prothman.com

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