King County

Invites Applications for the Position of:

Chief Administrative Officer, District Court

Apply online at http://www.kingcounty.gov/jobs

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 12/04/13 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 01/06/14 04:30 PM (GMT -8:00)

SALARY: $11,611.00 - $11,611.00 Monthly $139,332.00 - $139,332.00 Annually

LOCATION: King County Courthouse - 516 3rd Ave, Seattle

JOB TYPE: Appointed

DIVISION: King County District Court

JOB NUMBER: 2013AM03049b

SUMMARY:

THE POSITION: The Chief Administrative Officer (CAO) is the top non-judicial position in the Court. This high-profile position works with elected judges under the supervision of the presiding judge and serves at the pleasure of a five-member Executive Committee of Judges. The CAO is expected to develop and maintain professional relationships and positive interactions within and outside King County government on behalf of the Court. In conjunction with the Deputy CAO, the CAO is responsible for directing the operations of the Court. The CAO must have proven leadership skills, particularly in the areas of change management, strategic planning, and technology.

KING COUNTY DISTRICT COURT PROFILE: King County District Court (KCDC) is the largest court of limited jurisdiction in the State of Washington. It serves the public at nine separate facilities throughout King County and processes approximately a quarter of a million cases per year. The court has twenty-five elected judges, one appointed court commissioner and approximately 225 management, clerical and other supporting staff. The Court is a leader in many areas involving public safety and access to justice, including the use of problem-solving courts, jail alternatives and judge-managed probation. Thirteen cities contract with KCDC for municipal court services.

JOB DUTIES:

The CAO is a strong, politically savvy and trustworthy leader who possesses a passion for justice and a commitment to the independence of the Judicial Branch. One of the biggest challenges facing the court over the next few years is to implement a technologically advanced and updated case management system. As such, the CAO's ability to work strategically with both internal and external stakeholders in implementing this project is paramount.

The CAO will communicate openly, honestly and collaboratively with a diverse group of judges, other elected state and local government officials, the Deputy CAO, Division Directors and staff. The CAO will expertly promulgate and implement a long-term mission, vision and strategy; provide new ideas and innovation through change management processes that improve the efficiency and delivery of effective court services; and in conjunction with the Deputy CAO, motivate and improve employee morale and staffing by developing and implementing flexible work rules, training, and career development programs.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Ability to lead and deliver a large IT project.
- Experience and knowledge of advanced principles and practices of planning, budgeting, policy-making, leadership, performance measurement, and management (public-sector preferred);
- Demonstrated ability to build strong and successful strategic-partner relationships with inter-governmental and outside stakeholders;
- Effective team builder;
- Expert ability to work with diverse groups of people;
- Ability to motivate, supervise, train, evaluate and support professional, technical, and clerical staff; and
- Transformative ability to innovatively develop, implement and lead a long-term mission, vision and strategic plan.

Bachelor's Degree (Master's preferred) in Judicial, Public, or Business Administration or related field, plus demonstrated experience as a senior executive in government or the private sector; or

An equivalent combination of education and demonstrated senior leadership experience which provides the knowledge, skills and abilities to successfully perform as the Chief Administrative Officer.

SUPPLEMENTAL INFORMATION:

HOW TO APPLY AND CONTACT INFORMATION: Apply online at Kingcounty.gov/jobs (preferred), or send your resume and cover letter to Tina Canul, Employment Services Manager, King County Human Resources Division, 500 Fourth Avenue, Room 553, Seattle, WA 98104, or via email at Tina.Canul@kingcounty.gov. For questions, please call Ms. Canul @ (206) 477-3257.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement,

please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

BENEFITS

King County offers a highly-competitive compensation and benefits package to all eligible employees. These benefits include county-wide paid medical, dental and vision coverage for yourself and all eligible dependents (spouse/domestic partner and children) who you enroll. Benefit eligible positions include -- Career Service, Career Service Exempt, provisional and term-limited temporary (TLT) employees working 20 hours/week or the equivalent of half-time or greater. These benefits become effective on the first calendar day of the month following the month in which the employee is hired; except if the employee's hire date is the first calendar day of the month, benefits begins on the day of hire.

More information about employee benefits is available on the county's website at: http://www.kingcounty.gov/employees/benefits.aspx

County Paid Benefits Include:

Health Insurance (choice of several plans)
Dental Plan
Vision Plan
Life Insurance — lump sum equal to annual base salary
Accidental Death and Dismemberment (basic and enhanced)
Basic Long Term Disability (LTD) — replaces 60% of earnings after 180-day waiting period
Bus pass and other alternative transportation incentives
Employee Assistance Program
Making Life Easier Program

Retirement: Employees are covered under retirement plans provided through the Washington State Department of Retirement Systems and are covered by Social Security.

Holidays: 10 paid holidays per year plus 2 additional floating holidays administered through the vacation plan.

Vacation with Pay:
Hire date through end of year 5: accrual at 12 days per year (available after first 6 months of employment)

Beginning of year 6: accrual at 15 days per year
Beginning of year 9: accrual at 16 days per year
Beginning of year 11: accrual at 20 days per year
Beginning of year 17: accrual at 21 days per year
Beginning of year 18: accrual at 22 days per year
Beginning of year 19: accrual at 23 days per year
Beginning of year 20: accrual at 24 days per year

Beginning of year 21: accrual at 25 days per year
Beginning of year 22: accrual at 26 days per year
Beginning of year 23: accrual at 27 days per year
Beginning of year 24: accrual at 28 days per year
Beginning of year 25: accrual at 29 days per year
Beginning of year 26: accrual at 30 days per year

Sick Leave is accumulated at the rate of one day per month. There is no restriction on the amount of sick leave that can be accumulated and carried over to subsequent years. At retirement an employee will be paid 35% of their unused, accumulated sick leave. Non-represented employees and employees in certain bargaining units will receive this benefit as a payment to a VEBA account, which pays for post-retirement health benefits on a pre-tax basis.

Other leaves include:

Bereavement Leave (up to 3 days/year)
Military Leave
Family Medical Leave
King County Medical Leave
Jury Duty Leave
Organ Donor Leave
Executive Leave (for eligible FLSA-exempt employees)

Voluntary Benefits — available at employee option and at employee expense

Deferred Compensation Plan (no employer match) IRS 457 Plan
Enhanced Long Term Disability — reduce waiting period/increase monthly benefit
Additional Life Insurance — 1 to 4 times your base annual salary for yourself and 50% of your enhanced amount for your spouse/domestic partner; and $10,000 for each child
Additional Accidental Death and Dismemberment coverage for employee and family
Credit Union membership
Flexible Spending Accounts – Health and Dependent Care
HRA Voluntary Employee Beneficiary Association (VEBA) Trust upon retirement

NOTE: This is a general description of the benefits offered through employment with King County, and every effort has been made to ensure its accuracy. If any information on this document conflicts with the provisions of a collective bargaining agreement (CBA), the CBA prevails. Also, in the event of any incorrect information in this document, applicable laws, policies, rules, CBAs or official plan documents will prevail.