

Director

JOB FAMILY DEFINITION

This classification falls within the Management Job Family, encompassing a range of work in which incumbents are responsible for providing management of functions with responsibility for organization-wide outcomes, applying advanced management principles that have critical impact on the organization and on the public. Incumbents exercise strategic thinking with organization-wide application and impact and develop and implement programs and operations critical to the Judicial Council and the judicial branch. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

This is an executive-level class. Incumbents, as assigned, direct a designated office within a division and are responsible for applying advanced management principles to their respective office which performs a primary function for the Judicial Council having significant impact on the public and the organization. Incumbents exercise strategic and visionary thinking having long-term organization-wide application and impact and develop and implement programs critical to the Judicial Council. Positions typically exercise control and supervision of multiple assigned functions and/or units and significant resources. Designation of positions to the Director classification will consider factors such as the political sensitivity of the programs overseen, frequent high-level interaction with high-ranking officials from external organizations and stakeholders with critical impact to the judicial branch, or other criteria essential to the mission and goals of the Judicial Council.

DISTINGUISHING CHARACTERISTICS

The Director class is distinguished from the Chief Officer in that the Chief Officer has oversight of an assigned division and/or serves as the Chief of Staff. Chief Officers provide oversight to multiple offices comprising a division, providing strategic direction for the organization, supporting and interpreting the direction and efforts of the Administrative Director and the Judicial Council.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Leads and administers multiple functional units within the organization, comprising an office, with responsibility for functional outcomes, long-range planning, strategic vision, and budget and performance outcomes.
- Formulates and directs the development and implementation of programs, policies, and procedures for multiple units based on strategic plans, vision, and Judicial Council policy objectives.
- Directs and oversees work planning and objectives to carry out the policy direction of executive staff and Judicial Council.
- Provides input to the tactical, strategic, and long-range organization planning efforts.
- Serves as knowledge expert for the office; overseeing, reviewing, and directing analyses and recommendations.
- Exercises accountability for the office and related decisions.
- Directs the preparation and administration of the office's budget and procurement.

- Attends required meetings; represents the office, Judicial Council, and judicial branch to outside entities.
- Directs the preparation and review of reports, Judicial Council and advisory body agenda items.
- Directs the strategy and creation of public presentations; makes complex and sensitive presentations to a variety of audiences.
- Represents the office to the public, public and private agencies; responds to/resolves difficult or complex inquiries and complaints.
- Plans, organizes, administers, reviews, and evaluates the work of staff through subordinate managers.
- Creates performance and development plans for staff, conducts periodic discussions about progress, prepares written performance evaluations; makes hiring termination, and disciplinary decisions.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific management tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor’s degree, and eight (8) years of professional-level analytical or managerial experience in assigned function including, but not limited to, program analysis, development, implementation, research, and advising, including at least five (5) years of increasingly responsible management experience. *An additional four years of professional experience as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Principles and practices of executive and strategic leadership;
- Principles and practices of intergovernmental relations;
- Recent developments, current literature/trends, and sources of information in assigned field;
- Managerial and supervisory principles;
- Principles, practices, and methods of assigned function(s) and/or unit(s);
- Principles, practices, and methods of public and business administration;
- Principles, practices, and methods of criminal justice administration;
- Principles, practices, and methods of program administration and management;
- Principles, practices, and methods of budgeting, procurement, and human resource management;
- Principles and practices of strategic planning;
- Conflict resolution and negotiation strategies;
- Principles of, and techniques for, preparing and delivering effective oral presentations;
- Safe working practices, procedures, and regulations, as assigned;

- Contract administration and service evaluation, as assigned;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Directing the interpretation and application of applicable laws, codes, regulations, and standards;
- Managing, supervising, evaluating, and motivating staff;
- Strategic planning and the development and effective execution of department work plans that incorporate and execute organization-wide policy objectives and directives;
- Directing the development and implementation of goals, objectives, policies, procedures, and work standards;
- Managing budgets and allocating resources to achieve strategic objectives;
- Managing standards and quality assurance;
- Providing mediation, negotiation and conflict resolution;
- Providing effective collaboration;
- Public speaking;
- Exercising business and political acumen;
- Providing risk management;
- Exercising confidentiality;
- Legal research, writing, and analysis, as assigned.
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require frequent statewide travel and out of state travel as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*