

**CITY OF OVERLAND PARK - POSITION DESCRIPTION**

<b>TITLE:</b>	Court Administrator	<b>BAND/LEVEL:</b>	MGT IV
<b>DEPARTMENT:</b>	Municipal Court	<b>JOB NO:</b>	2530
<b>DIVISION:</b>	Municipal Court	<b>DATE:</b>	10/17/2017
<b>REPORTS TO:</b>	City Manager	<b>FLSA STATUS:</b>	Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	131
<b>REPLACES:</b>	Court Administrator	<b>LAST REVISED DATE:</b>	06/22/2017

**JOB SUMMARY STATEMENT:**

The Municipal Court Administrator serves as the department director and reports directly to the City Manager. Subject to the direction and control of the City Manager the Court Administrator is responsible for planning, directing and supervising the non-judicial functions and operations within the Overland Park Municipal Court to include court services, fines administration, case flow and records management, procurement, facilities, contractual services and budget administration. Provides the necessary direction and supervision regarding compliance with the direction of Municipal Court Judges relative to the administration of the judicial function of the court. The Court Administrator is responsible to the Presiding Judge for implementation of the policies of the court with respect to the judicial functions of the court. In addition, participates in emergency operations in accordance with the City's Emergency Operations Plan (EOP), or as directed.

**DUTIES AND RESPONSIBILITIES:**

1. Establishes a positive leadership climate within the Department in accordance with the City's core values and is responsible for employee performance and professional growth.
2. Supervises daily work activities of employees under direct supervision which includes planning, assigning and reviewing work for conformance with court requirements. Interviews and hires personnel, conducts performance evaluations, recommends promotions and salary increases, and handles personnel matters.
3. Performs fiscal administrative duties: financial controls, budget preparation, budget execution, manages revenues and expenditures, performs purchasing and payroll tasks.
4. Performs case flow and information management duties. Evaluates dockets, caseloads, and court efficiency. Creates and implements procedural and automated systems to support effective calendar management. Coordinates information between judges, attorneys, police, government agencies, Governing Body, and public.
5. Researches and implements procedures that meet/exceed standards for courtroom security. Develops policies/procedures designed to protect judges, staff, and public.
6. Acts as inter-government liaison. Interacts with other agencies and departments to promote collaboration and integration of systems; facilitates change.
7. Acts as a facility manager. Manages physical space to ensure access to/for citizens, effective working conditions, and cooperation with policy.
8. Acts as community relations manager. Oversees release of information and timely communication of changes to public and media.

9. Acts in research/advisory capacity to Presiding Judge. Identifies organizational problem and recommends procedural changes.
  10. Works collaboratively with the Presiding Judge to prepare and present the annual court report to the Finance, Administration, & Economic Development Committee (FAED).
  11. Supervises and manages Department requirements, as needed or directed, during city-wide emergency operations.
  12. Acts as Administrator of Municipal Court as an independent law enforcement agency.
  13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
  14. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
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## GENERAL QUALIFICATIONS

### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in business, personnel management, or related field or an equivalent is required.
- Master's degree in business administration or related field is preferred.

### EXPERIENCE:

- Five to seven years of leadership and management experience, senior level fiscal management experience, preferably in a court or business setting. Experience in working with elected officials and working in a senior level leadership team.

### SKILLS:

1. Executive level leadership skills.
2. Relationship building.
3. Team building.
4. Coaching and mentoring.
5. Good oral and written communication skills.
6. Good listening skills.
7. Public speaking.
8. Group presentation.
9. Technology enabled.
10. Quick learner.
11. Flexible and adaptive.

**MENTAL REQUIREMENTS:**

1. Ability to read and comprehend City, state, and federal regulations.
2. Ability to analyze complex problems and recommend possible solutions.
3. Ability to work on several projects at once.
4. Diplomacy and judgment.
5. Organizational theory and dynamics.
6. Ability to understand processes and systems.
7. Ability to work under distracting conditions.
8. Ability to adapt to changing environments.
9. Ability to train and guide others.
10. Ability to comprehend confidential information.

**PHYSICAL REQUIREMENTS:**

1. Ability to make and receive phone calls.
2. Ability to hear clearly over the phone.
3. Ability to speak clearly and distinctly over the phone.
4. Hand and eye coordination adequate to input computer, calculator, and typewriter.
5. Visual stamina and acuity adequate to review numerical data and to spend long periods looking at computer screen.
6. Physical stamina to work for long extended periods of time.

**SUPERVISORY RESPONSIBILITY (25-30 Direct & Indirect):**

- Direct
  - Deputy Court Clerk
  - Supervisor Court Security
  - Supervisor Court Services
- Indirect
  - Court Clerks and Senior Court Clerks
  - Probation Officers
  - Substance Abuse Specialist
  - Court Security Officers

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.