

MINNESOTA JUDICIAL BRANCH	
DEPUTY STATE COURT ADMINISTRATOR	
DEPARTMENT/LOCATION	HOURS OF WORK
State Court Administration Minnesota Judicial Center St. Paul, MN	Full-time Monday through Friday

DESCRIPTION:

The Minnesota Judicial Branch is seeking a highly responsible, executive-level Deputy State Court Administrator to direct operations of the State Court Administrator's Office (SCAO). This role provides leadership and direction to assigned SCAO departments through supervision of multiple division directors and managers. The Deputy State Court Administrator works closely with the Chief Justice, State Court Administrator, Judicial Council, district administrators, and judges across the state to achieve the Judicial Branch strategies and priorities. This highly visible role requires outstanding collaboration, leadership, and vision; the ability to navigate ambiguity and lead others through change; strong public speaking and presentation skills; and the ability to achieve results through subordinate department heads and managers. Interviews are tentatively scheduled for September 18th and 19th.

RESPONSIBILITIES:

- Directs the development and implementation of judicial branch policies and procedures through supervision of assigned SCAO department directors. Leads biweekly directors meetings to coordinate work of the office and to identify emerging issues. Develops strategies and action plans to address problems and goals.
- Member of Judicial Administrators and SCAO Directors (JAD) group which is comprised of Judicial District Administrators from each of the ten districts and the Directors of the State Court Administrator's Office. JAD is an advisory workgroup to the State Court Administrator. JAD meets bi-weekly to provide administrative leadership, policy development and implementation strategies, coordination and communication of administrative matters throughout the Branch.
- Supports the work of the Judicial Council, participates on Judicial Council committees and workgroups, and oversees staff support.
- Serves as advisor to the State Court Administrator and the Chief Justice on legislative and communication strategies.
- Participates in and serves in a leadership capacity on organization-wide initiatives such as eCourtMN, strategic planning, and other statewide initiatives.
- Directs SCAO strategic plan development and monitoring to assure it is aligned to and furthers judicial branch policies.
- Creates performance and development plans for assigned directors and other direct reports, conducts periodic discussions on progress and prepares performance reviews.
- Oversees the development and monitoring of SCAO budgets.
- Assures that new SCAO initiatives are fully chartered and have identified staffing, workload and cost impacts on all SCAO divisions and other judicial system components.
- Represents the judiciary and the State Court Administrator to external customers, including other branches of government, the Legislature, and justice system partners. Makes presentations, serves on task forces, and collaborates to further common interests.
- Acts as the State Court Administrator in his/her absence.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of principles and practices of public sector budgeting and financial management.
- Considerable knowledge of managerial and supervisory principles and practices.
- Considerable knowledge of strategic planning and implementation.
- Considerable knowledge of problem solving and conflict resolution principles and techniques.
- Knowledge of legislative process and ability to form working relationships with legislators and staff.
- Ability to develop effective work teams and motivate individuals to meet goals and objectives, providing services in the most effective and efficient manner.
- Ability to plan, direct and organize the implementation of goals, objectives, policies, procedures, and work standards.
- Ability to direct programs and staff through subordinate managers and directors.
- Ability to translate agency goals, objectives and policies into daily operations.
- Ability to evaluate complex administrative and political problems and to develop solutions for which there is little established precedent.
- Ability to make high level, sensitive, strategic, decisions impacting programs and relationships within the judiciary and with the external justice system, governmental groups, national organizations, and the public.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to establish effective and cooperative working relationships with judges, members of the legal community, the legislature, court managers, and staff.
- Ability to provide leadership on policy issues, develop consensus on issues both internally and externally.
- Ability to work on multiple, complex tasks at the same time.
- Ability to operate personal computers and common applications including Word, Excel and PowerPoint.

QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Public Administration, or a related field.
- Master's Degree in Public Administration, Judicial Administration, Business Administration, or Law Degree preferred.
- Extensive professional level administrative experience with increasing responsibility.
- Five years senior managerial experience, preferred.

SALARY RANGE & BENEFITS: \$89,930-\$139,416, depending upon qualifications. For benefit information visit www.mmb.state.mn.us.

APPLICATION DEADLINE: The formal posting period has closed, although applications will continue to be accepted until the position is filled.

TO APPLY: Submit resume and cover letter [to:SCARecruitment@courts.state.mn.us](mailto:SCARecruitment@courts.state.mn.us)