

IOWA JUDICIAL BRANCH STATE COURT ADMINISTRATOR

Overview

Appointed by the Iowa Supreme Court and under direction of the chief justice, this position serves as the principal administrative officer of the Iowa Judicial Branch, responsible for performing administrative duties enumerated in the Iowa Code and as assigned by the court. The State Court Administrator provides leadership to ensure the Iowa Judicial Branch achieves its goals and carries out its constitutional and statutory duties while operating Iowa's unified court system efficiently and effectively. This position also serves as executive secretary to the Commission on Judicial Qualifications, and is the administrator of the Iowa Judicial Retirement System.

Leadership and Management:

- Coordinate with the chief justice, supreme court, judicial council and judicial policymakers on the formulation and implementation of standards, priorities, goals, and objectives for the judicial branch
- Examine and recommend improvements in the methods, procedures and administrative systems used by the courts and clerks of courts
- Collect statistical and other data on the operation of the courts and produce reports on the work of the judicial branch
- Manage a staff engaged in research and planning, statistical analysis, juvenile justice, personnel management and training, budgeting, financial control and analysis of administrative methods
- Manage large and complex projects from conception to completion
- Serve on other committees, task forces, and commissions as directed by the chief justice
- Demonstrate a willingness to innovate

Budget:

- Prepare the judicial branch budget that covers all court services and is centrally administered
- Establish and implement uniform rules and policies governing recordkeeping, fiscal management and other business practices
- Administer funds appropriated to the judicial branch, including federal grants

Technology:

- Oversee the maintenance of the electronic data management system (EDMS)
- Continue the modernization of court technology by recognizing the development, maintenance and support needs of robust enterprise-level systems
- Capitalize on innovations in information technology to promote continuous improvement of the administrative operations of the judicial branch

Human Resources:

- Establish and administer uniform personnel policies
- Oversee the Iowa Court Personnel System

- Oversee negotiations and implementation of labor contracts

Advocacy:

- Represent the judicial branch with integrity
- Establish and maintain good working relationships with the Iowa Legislature, the Executive Branch, the bar, private agencies, other public governmental organizations, Congress, community groups and the news media

Education and Training:

- Ensure the continuing education for all judicial branch employees, including judges, juvenile court officers, and court staff

Public Relations:

- Participate in interviews with news media

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- The structure, operation and responsibilities of state courts
- Legal and judicial reasoning
- Modern management theory and methods
- The challenges and opportunities posed by the use of technology
- Customer services principles and practices
- The necessity for the independence of the judicial branch
- Legislative processes and procedures

Ability to:

- Manage change within the court system
- Plan strategically and motivate staff
- Inspire commitment and collaboration on the part of judicial branch employees
- Effectively interact with the public, judges, attorneys, and government officials in a variety of situations and circumstances
- Appreciate the Judicial Branch's external and internal constituencies and to be a listener and effective communicator
- Plan, assign, and supervise the activities of a staff of subordinate personnel
- Formulate and express ideas on complex technical subjects clearly and concisely, orally and in writing
- Exercise initiative, imagination, and sound judgment in making decisions conforming with laws, rules, regulations, and policies
- Collaborate with judges, court staff, policymakers and stakeholders to achieve the priorities of the Judicial Branch
- Manage large and complex projects from conception to completion
- Set realistic goals and deliver on them
- Understand and appreciate the challenges and opportunities presented by technology
- Create a positive work environment
- Commit and adhere to the principles of accountability, professionalism and public service

Skills in:

- Fiscal and budget management
- Strategic thinking
- Planning and organization
- Public speaking
- Management
- Writing
- Crisis management
- Diplomacy

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

- A bachelor's degree from an accredited four year college or university is required
- An advanced degree in court administration, public administration, business administration, or law is desired
- Minimum of ten (10) years of executive-level experience leading administrative functions and developing strong executive leadership teams