



Superior Court of the State of California  
County of Kings  
1640 Kings County Drive, Hanford, CA 93230  
(559) 582-1010 Extension 6021

## **Job Announcement**

# **DIRECTOR OF OPERATIONS**

***Starting Salary: \$97,354***

### **JOB OPPORTUNITY**

The Superior Court of California, County of Kings, has one full-time opening for a Director of Operations; this is established as an exempt, "at-will" position.

### **POSITION SUMMARY**

This is an executive management classification that oversees and directs all court operational functions and services through subordinate managerial staff. The incumbent receives administrative direction in the form of broad policy directives and services and reports to the Court Executive Officer or their designee.

### **ESSENTIAL DUTIES** include, but not limited to:

- Plans, directs, evaluates, and reviews Court programs, policies, and procedures to enhance effectiveness and efficiency.
- Ensures that operational programs and services comply with applicable federal, and state laws and regulations, as well as and local and statewide Rules of Court.
- Participates in developing, communicating, and implementing strategic goals and objectives supporting the court's organizational mission.
- Advises the CEO and judicial officers regarding policy issues, programs, and projects.
- Maintains effective working relationships and productive lines of communication with county and state agencies and other entities.
- Assist in managing the court's operational budgets and related activities to ensure maximized resources, productivity and service efficiency
- Plans, directs, manages, controls, integrates, and evaluates the performance of assigned managers.
- Monitors operational staff job performance and provides coaching for performance improvement and development.
- Reviews and evaluates the Court's operational efficiency and organizational effectiveness.
- Works with other court divisions as well as local justice agencies to initiate and implement organizational change, policy and procedure improvements.
- Participate in intergovernmental activities to influence legislation and regulatory change consistent with the Court's interests and needs.

- Represent the court at meetings with local county and state agencies and entities to address Court operational issues.

## **MINIMUM QUALIFICATIONS**

### **Education / Experience:**

Any combination of education and experience which would likely produce the desired knowledge, skills, and abilities is qualifying. A desirable combination is as follows:

#### **Education:**

A minimum of a bachelor's degree from an accredited college with coursework in criminal justice, public or business administration or a closely related field.

#### **Experience:**

A minimum of four years of progressively responsible experience in operations, including two years in management. Experience in a Trial Court or Judicial Branch as a lead, supervisory, or management capacity is also preferred.

**Substitution:** Additional qualifying experience may substitute for education on a year for year basis.

## **SPECIAL REQUIREMENTS**

Must possess a valid California Class 'C' driver's license. Ability to qualify for a security clearance through fingerprinting, traffic and criminal record background investigation, pre-employment drug screen. Ability to use office equipment, including computer, telephone, calculator, copier and fax machine. Travel may be required outside of Kings County to attend meetings, conferences, and training(s).

## **EMPLOYEE BENEFITS:**

The Superior Court provides a comprehensive package of employee benefits. Our programs include medical, dental, and vision insurance, health and dependent care flexible spending accounts, term life insurance, long term disability and accident insurance and other employee benefits. The Court makes considerable contributions to health and retirement benefits on behalf of the employees.

### **The Court also provides paid time-off:**

- Paid Holidays – Full-time employees receive 14 paid holidays
- Paid Annual Leave – Full-time employees initially accrue 22.5 days per year, accruals increase based on years of service.

**Health Insurance:** The Court offers three levels of medical coverage for employees to elect. The Court pays 100% of the employee medical, dental and vision premiums and contributes a substantial amount towards dependent(s) coverage. Employees who waive Court-sponsored medical insurance and who provide proof of other group medical insurance are eligible to receive \$274 per pay period (24 periods per year) in-lieu of Court-sponsored medical insurance.

**Life Insurance:** The Court gives you the ability to help financially protect your family/beneficiaries with Life and Accidental Death & Dismemberment (AD&D) Insurance. You have the option to supplement the Court-paid \$40,000 policy with life insurance for family members and additional coverage for yourself through Voluntary Life Insurance.

**Retirement:** The Court pays a considerable bi-weekly contribution on behalf of the employee to California Public Employee Retirement System (CALPERS). All regular employees are required to enroll in CALPERS and contribute 7.25% bi-weekly for the defined benefit plan [2% at age 62].

**Deferred Compensation:** The Court offers employees the ability to participate in 457 deferred-compensation plan.

**Employee Assistance Program (EAP):** The Court provides employees with support for a wide variety of challenges through EAP. Benefits include up to three (3) sessions, every six (6) months of face-to-face confidential counseling.

**CLOSING DATE:**

Sunday, July 21, 2024, at 5:00 pm

**REQUIRED APPLICATION MATERIALS:**

- Letter of Interest
- Resume
- Court Application

A resume sent without the additional required application materials will not be reviewed.

Application materials must be submitted as a **single e-mail attachment in PDF format** to court email: **personnel@kings.courts.ca.gov** or by mail:

Superior Court of the State of California  
County of Kings  
Attn: Human Resources Division  
1640 Kings County Drive  
Hanford, CA 93230  
(559) 582-1010 Extension 6021

The Court Application is available on our website: [Employment | Superior Court of California | County of Kings](#)

**EOE/AA Employer**

*[This is not an offer of employment by the County of Kings or State of California]*