



JUDICIAL BRANCH OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

Committed to excellence and the principles inherent in the rule of law...
every person, every day, every time.

The Judicial Branch of Arizona in Maricopa County is seeking an experienced and dynamic administrator to join our leadership team in the position of

JUDICIAL BRANCH FACILITIES DIVISION DIRECTOR

\$86,632 – \$123,760

This position is responsible for planning, coordinating and directing all activities of the Judicial Branch's facilities-related programs including managing new construction and tenant improvements, ongoing maintenance of capital assets, real estate and internal warehouse storage services.

The Division Director monitors the development, and implementation of comprehensive, integrated strategic and capital improvement plans that support the Judicial Branch's goals and priorities. The Director exercises a considerable amount of independent judgment and discretion in directing operations and provides significant input and guidance to Judicial Branch leadership regarding all phases of assigned projects. Work is accomplished through subordinate supervisors and under the general direction of a Deputy Court Administrator.

This position is an unclassified, exempt position and is not covered by the Judicial Merit Rules or Classified Personnel Rules.

PRINCIPLE RESPONSIBILITIES FOR THE POSITION

- Initiates, organizes, and manages Judicial Branch facility improvements and maintenance programs.
- Oversees, evaluates and contracts the maintenance programs for all Judicial Branch facilities.
- Collaborates in conjunction with Maricopa County Facilities Management Department to ensure facilities are maintained properly by identifying and prioritizing deficiencies in building systems or maintenance areas.
- Directs the construction of new court buildings or remodeling projects either independently or in partnership with Maricopa County Facilities Management.
- Provides direct input on Judicial Branch needs, facility requirements, and operational processes and standards.
- Coordinates with county representatives, architects, builders, judges and court staff to resolve discrepancies and concerns.
- Initiates and processes approvals of change orders and funding requests in accordance with Judicial Branch requirements.
- Administers and oversees the tracking and surplus of capital assets and other furniture fixtures, including equipment for the Judicial Branch in compliance with policies and procedures required by the Administrative Office of the Courts and Maricopa County.

- Oversees the leased property agreements entered into by the various judicial departments; works with Maricopa County Real Estate to find appropriate properties; reviews lease agreements in conjunction with County and municipal real estate departments; deals with landlords and agents to address problems, repairs, or maintenance; and evaluates leased property needs of Judicial Branch departments and recommends termination or extension of lease conditions.
 - Directs the operation of the Judicial Branch warehouse that supports the operation of the two juvenile detention centers and a residential treatment center, including oversight of the moving and storage of court assets for all Judicial Branch agencies.
 - Monitors that departmental activities are aligned with the Superior Court Master Plan; determines objectives and project priorities for completion timelines.
 - Responsible for the development and supervision of supervisory, professional and specialized staff including hiring, training and performance management and overseeing the Division's hiring and performance management processes; collaborates with Judicial Branch Administrative Services on program planning and budgeting; ensures that all projects are completed in a timely manner and within budget limitations and prepares reports and presentations.
 - Authorizes expenditures within the budget and provide cost controls; develops, recommends and implements policies and procedures and develops strategies to ensure consistent compliance by staff; develops and manages the Division budget and participates in the budget process; monitors Division results and goal progress, reporting to the Judicial Branch executive team and other stakeholders on a regular basis.
-

QUALIFICATIONS

Qualified candidates will possess a Bachelor's Degree in Architecture, Engineering, Planning, Construction Management or a related field and six (6) years' of experience in architectural/engineering/project management or construction that included capital planning, designing and managing projects and at least three (3) years of related supervisory/management experience. A Master's degree in a related field may substitute for two (2) years of the required experience. Preference may be given to candidates who have one or more of the following: Registered Architect, Professional Engineer, and/or Licensed General Contractor in the State of Arizona.

The ideal candidate will possess knowledge of the basic construction and project management principles and procedures and of facility management programs and resources, both inside the County and in the local community; knowledge of the principles and practices of administration, customer service, budgeting, purchasing, personnel administration and office management as well as court organization, functions and services.

The ability to work with upper level Court and County management and outside professionals in order to achieve goals; understand and work from administrative orders, and state and local mandates. The ability to appear before and present to elected City and County officials and boards in support of court programs and goals as well as the ability to problem solve and resolve complex issues is necessary for success in this position.

TO APPLY

Applications will only be accepted online by the scheduled close date at the following link:

<https://jobs.maricopa.gov/judicial-branch-facilities-division-director/job/7112508>

Please include a letter of interest and five (5) professional references with your submission. The recruitment is scheduled to close on **Friday, August 25, 2017** at 11:59 PM Mountain Standard Time (MST). Following a review of the applications, only those applicants the Judicial Branch deems may best meet the needs of the Court will be invited to participate in a panel interview.

The Judicial Branch of Arizona offers a competitive salary and generous benefits package. For additional information about the Judicial Branch, please visit our website at: www.superiorcourt.maricopa.gov.

All offers of employment and continued employment are contingent upon passing a thorough background/fingerprint check. Applicants must completely and fully answer the question regarding felony and misdemeanor convictions including any convictions that have been expunged or set aside. Failure to include criminal history information is grounds for termination of the offer and employment.

The Judicial Branch is an Equal Opportunity Employer. It is the policy of the Judicial Branch not to discriminate in employment or the provision of services. To arrange for reasonable accommodation under the Americans with Disabilities Act (ADA), please call 602-506-4473.