

Council of Probate Court Judges

JOB ANNOUNCEMENT

Executive Director

Recruitment Period: July 12-27, 2016

Number of Positions: One (1) position

FLSA Status: Exempt

Salary: \$55,000.00 - \$70,000.00

Position Location: Statewide

Job Summary

The Executive Director is responsible for implementing the policies of the Council of Probate Court Judges of Georgia with respect to the operation and administration of the Probate Court. Work involves planning, organizing, and directing activities and performing varied administrative and technical assignments requiring independent judgment, personal contacts, and organizational skills. Work involves coordination with court administrators and Probate Court personnel. Work is reviewed by the President through reports and conferences and on the basis of results achieved. The Executive Director serves at the pleasure of the Executive Committee.

Job Responsibilities & Performance Standards

- Carries out the policies and initiatives of the Executive Committee as directed by the President. Responds to requests for assistance from Probate Court judges in conformance with Executive Committee policies. Assists the President in establishing locations and preparing agendas for meetings of the Executive Committee and Council of Probate Court Judges of Georgia. Assists the Secretary/Treasurer with minutes and managing council finances.
- Identifies statewide policy issues for consideration by Council leadership and standing committees. Assists in electing appropriate methods and techniques for addressing issues and problems.
- At the direction of the President, serves as primary staff to Council committees. Involves coordinating with chairpersons to schedule meetings, prepare agendas and materials, attend meetings, draft minutes and follow through on action items.
- Supports and assists legislative programs by working with Council lobbyist, leadership and committees.
- Promotes the Council's long range plans and strategic goals with standing committees, through projects and activities and in relationships with external agencies and organizations.
- Manages Council operations. Includes budget development and administration; development of policies and procedures; handling correspondence; and communication with other state level agencies to effect central office responsibilities.
- Carries out the policies and initiatives of the Training Council as directed by the President.
- Serves as agency contact on behalf of Probate Court judges for executive, legislative and other judicial branch agencies and courts to exchange information, maintain necessary communication.

Equal Opportunity Employer

- Conveys and receives information in person and over the telephone and by electronic means.

Other Functions

- Maintains resourceful knowledge of court administration activities and issues on national, state and local levels.
- Completes continuing education courses to achieve proficiency in selected areas.
- Performs related work as required.

Knowledge, Skills and Abilities

- Extensive knowledge of modern principles and practices of public administration and court administration.
- Extensive knowledge of the structure of Georgia state government, with emphasis on the judicial branch.
- Thorough knowledge of methods of administrative analysis and budgeting.
- Knowledge of the basic principles and practices of office automation.
- Ability to express ideas of technical subjects clearly and concisely, orally and in writing.
- Ability to effectively implement Executive Committee decisions.
- Ability to reduce a study to a clear, concise report and to make cogent recommendation.

Physical Demands

- Work involves a significant amount of standing, walking, sitting, talking, listening, using the telephone and reaching with hands and arms. Must be able to transfer up to 24 pounds.
- Extensive in-state driving required, as well as overnight travel of 10 to 20 days per year, up to four consecutive nights at a time.

Minimum Qualifications

Graduation from an accredited four year college or university with major coursework in public or business administration, political science, criminal justice or other related fields.

Preferred Qualifications

Law degree or graduate degree preferred. Thorough experience in court administration or other comparable administrative capacity, including experience in management and supervision.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.

To apply: Submit resume to resume@georgiacourts.gov by close of business **Wednesday, July 27, 2016.**

Subject line **MUST** include: **Executive Director**