



Administrative Director

Position Announcement

The Supreme Court of Ohio seeks an experienced, innovative, visionary leader with excellent communication and interpersonal skills to serve as Administrative Director. This senior non-elected official of the Court works closely with the chief justice, six justices and judges across the state to develop and communicate the vision, values, and direction of the judicial branch of Ohio government. This position is located in Columbus, Ohio.

Overview

The Administrative Director of the Supreme Court of Ohio is created under the Ohio Constitution as the chief administrative officer overseeing the day-to-day administrative functions of the Court.

Ohio has a home rule tradition, which is preserved in the state constitution. Ohio is a non-unified court system. Judges are separately elected, as are the clerks of general jurisdiction, the courts of common pleas. Some clerks of municipal courts may be elected depending on the jurisdiction. The Supreme Court exercises superintending authority through the Rules of Superintendence.

This is an unclassified position with the State of Ohio and serves at the pleasure of the Court.

Duties

The Administrative Director provides leadership and supervision to the following divisions/areas of the Court: Attorney Services, Bar Admissions, Chief Legal Counsel, Office of the Clerk of the Court, Court Security, Court Services, Facilities Management, Fiscal Resources, Human Resources, Information Technology, Judicial Services and the Ohio Judicial College, Law Library, Legal Resources, Office of the Reporter, and Public Information.

The Administrative Director identifies emerging issues and assigns staff to special projects,

initiatives, and task forces, as well as the Court's boards and commissions. He or she identifies areas for improvement in process, procedure, and services to ensure the Court is fulfilling its mission and vision of providing exceptional public service to the people of Ohio.

Further, the Administrative Director identifies, recommends, and implements administrative and policy solutions to improve the operations of each division, cross-divisional operations, and the Court as a whole.

The Administrative Director develops and maintains constructive relationships with other government officials, agencies, and departments, as well as outside organizations and entities, including the bar and local courts and judges throughout the state of Ohio and the nation.

Qualifications

A successful applicant must possess 8 years or more of court management experience in a senior-level position, a bachelor's degree, and an advanced degree. A master's in public administration or law degree is preferred.

The successful candidate for this position will be a dynamic leader who is able to build and maintain relationships, possesses a strong sense of integrity and justice with a commitment to teamwork and collaboration.



Qualifications, *Continued...*

The successful applicant must have extensive knowledge and experience with court administration, executive leadership, legal processes, duties associated with civil and criminal litigation, and judicial education. The applicant must possess the ability to manage and oversee the work of a diverse staff and maintain effective working relationships with administrative officials, judges, public officials, members of the bar, and other stakeholders while advocating for the court system.

A prime candidate must have an extensive knowledge regarding management functions, general rules and regulations of a judicial system, the operation of local and state court systems, and principles and practices of modern court policies and procedures, particularly as they relate to the Ohio judicial system or a comparable local or state judicial system.

The successful candidate must have experience managing legislative relations, a demonstrated knowledge of public sector budgeting/fiscal management, and human resources/personnel management.

Self-motivation, attention to detail, and dedication to providing the Court with the highest level of service and ethics are required.

The candidate must be unaffiliated with political agendas and may not engage in political activity at any level.

The position requires intermittent in-state travel and occasional out-of-state travel.

Salary

The starting salary range for this position is \$160,000. Additional consideration depending on experience.

Application Process

To be considered for this position, candidates must apply at careers.ohio.gov or deliver an application by February 9, 2023 to the Supreme Court of Ohio, 65 S. Front St., Columbus, Ohio 43215.

The Supreme Court of Ohio is an equal employment opportunity employer that supports an alcohol and drug-free, weapons and violence-free work environment.