

POSTING DATE: November 5, 2015
REMOVAL DATE: November 12, 2015

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Director I (8:30-4:30 Day Shift)
Municipal Court, Traffic Division

(Open to Traffic Division Personnel Only)

SALARY: \$80,057 – \$89,471 (G33)

FILING DEADLINE: Thursday, November 12, 2015 at 4:00 pm

REQUIREMENTS:

1. A bachelor's degree from an accredited college or university in a field that is applicable to assigned function.
2. Six years of progressively responsible administrative, professional or technical experience in the assigned function at a large public agency or institution, two years of which shall have been at the management level coordinating the provision of administrative services.

OR

3. Any equivalent combination of training and experience determined to be acceptable by court administration.
4. Continued City of Philadelphia Residency.

GENERAL DEFINITION:

This is responsible managerial work as an operations or staff assistant to a superior at Deputy Court Administrator level. Work involves responsibility for the implementation and administrative functioning of various staff services required by the executive level of the First Judicial District of Pennsylvania. The employee is expected to actively participate in policy recommendations and implementation, as well as exercise an effective degree of accountability and management skills in accomplishing assigned function as reflected in overall court administration.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Directs, organizes, staffs and coordinates the work of professional, technical, clerical and/or skilled trades personnel involved in support activities such as administrative services, fiscal administration, space and facilities management.
- Schedules work priorities in accordance with the needs of the FJD and direction of the executive superiors reviewing complete work for the conformance to established standards.

- Provides input for the preparation of the court's budget requests.
- Develops new and expanded project requests.
- Prepares and tracks requests for equipment, supplies and services.
- May handle disciplinary matters.
- Prepares organizational charts.
- Maintains liaison with the data processing activities in regard to on-going functions and the development of proposed computer applications.
- Conducts analytical studies of operations, space and organization, personally or through professional subordinates.
- Recommends necessary changes in operations and organization. Makes policy recommendations to superiors.
- Prepares or oversees preparation of necessary departmental procedures.
- Reviews proposed and revised forms.
- Attends executive level meetings with other administrative personnel regarding assigned functions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Extensive knowledge of the operational units of the Traffic Division including, but not limited to, Boot & Tow; Courtroom Operations; Record Retention; Court Listings; Central Records; Citation Control, Attorneys' Filings/Appeals; and the Warrant Unit.
- Extensive knowledge of the principles and practices of public administration in accordance with assigned function.
- Extensive knowledge of the principles and practices of administrative organization and management and their application in solving a variety of operational and administrative problems in accordance with assigned function.
- Extensive knowledge of supervisory methods and practices.
- Extensive knowledge of English usage and grammar.
- Considerable knowledge of departmental operations in a complex and diverse department.
- Considerable knowledge of the general organization of government, particularly as it applies to administrative organization and management.
- Ability to analyze and evaluate and cogently report on a variety of complex facts and data.
- Ability to provide administrative functions to meet the needs of the department.
- Ability to present ideas with a high degree of effectiveness, both orally and in writing.
- Ability to establish and maintain effective relationships with associates, representatives of central agencies, and the general public.

ENVIRONMENTAL CONDITIONS

Standard clerical office conditions.

MARGINAL FUNCTIONS

Performs related work as required.

The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.