



Executive Office Manager

Class Code:
9053

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: May 24, 2023

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION:

Under administrative direction, the Executive Office Manager plans, manages and leads projects and activities; supervises support staff; plans, manages and performs complex professional administrative work; conducts complex and independent operational or analytical research; and performs related duties as required.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Manages and participates in the daily operation of the Executive Office including oversight and provision of courtwide programs and services; assists internal and external customers, judicial branch partners, and other governmental agencies with inquiries and requests.
2. Supervises support staff; establishes work priorities; assigns projects and programmatic areas of responsibility; prioritizes workload to meet expectations; provides direction on difficult and complex issues; develops, monitors, and implements goals, objectives, and training; monitors and evaluates work performance; provides coaching for performance improvement and development when necessary; recommends and issues corrective and/or disciplinary action to address performance or conduct issues; and manages staff schedules.
3. Manages programs and projects by planning, organizing, directing and overseeing the work of others and/or courtwide projects and programs as assigned.
4. Supports the planning, development, and delivery of court-related events and functions.

5. Manages and prepares ad hoc and periodic statistical and written reports and responds to information requests as required by the Court and other government agencies; monitors compliance reporting and ensures accurate and timely responses.
6. Conducts complex administrative and operational research, reviews policies, procedures and regulations; compiles and analyzes data and information and uses that research and information to make decisions or provide analyses, options and recommendations for executive-level decision-making; serves as copy editor for a variety of documents and correspondence.
7. Reviews and evaluates work methods and procedures and makes recommendations for operational and administrative business process improvements that maximize the effectiveness and efficiency of courtwide processes and services; researches, recommends, develops, implements and conducts training related to new and updated policies and procedures.
8. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Graduation from an accredited college or university with a Bachelor's degree.

Substitution: Work experience in a court or government related agency may be substituted for the education on a year for year basis.

And

Experience:

The equivalent to two (2) years of full-time supervisory experience in a court or government-related agency.

KNOWLEDGE AND ABILITIES:

Knowledge of personnel and performance management; project management; data collection, research and analysis methods; state, court and county functions, organization and structure; principles, functions and practices of public administration and policy analysis; court operations; workflow process analysis; local, state and federal laws pertaining to human resource management; principles, methods and techniques of personnel administration; budget development and practices; state and local legislative processes; statistical and research methods; supervision principles and practices.

Ability to manage and effectively supervise, coach and train staff; manage projects and programs; evaluate problems and issues with conflicting evidence, make recommendations and facilitate implementation; use a variety of computer office, research and database applications;

prepare and deliver written and oral presentations; maintain the confidence and cooperation of Court officials, employees and the public; collect, interpret and evaluate a variety of narrative and statistical data; effectively develop, write, format, and edit a variety of documents, including policies, correspondence, presentations, and reports with accuracy and efficiency; maintain confidentiality of information and appropriate decorum; exercise discretion and independent judgment.

CLASSIFICATION HISTORY:

Date established: 5/23