

# SUPERIOR COURT OF CALIFORNIA

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## COUNTY OF LOS ANGELES



*invites your interest in the position of*

## FACILITIES SERVICES AND CAPITAL PROJECTS DIRECTOR

The Superior Court of California for the County of Los Angeles offers a dynamic work place that values creative problem-solving and collaboration, both internally and with other public agencies. It is the largest unified trial court in the United States, with nearly 600 courtrooms, 4,500 full-time employees, and a budget of \$700 million. The Superior Court has 38 courthouses serving 88 cities and 118 law enforcement agencies throughout Los Angeles County.

The Superior Court has undertaken several initiatives to modernize its courthouses so that they can properly house and efficiently support the myriad of justice services provided to the ten million residents of Los Angeles County. The Superior Court seeks a skilled Facilities Services and Capital Projects Director who possesses excellent leadership and change-management skills to advance its efforts. The selected candidate must be adept at working effectively with a broad array of stakeholders including judges, executive management, employees, representatives of the Judicial Council of California, consultants, contractors, vendors, and other government agencies.

The Facilities Services and Capital Projects Director will represent the interests of the Superior Court in discussions regarding building and facilities needs, and will be directly involved in all of the Court's significant construction and renovation projects, such as the seven major projects currently underway: the Hollywood Court modernization, the Eastlake Juvenile Courthouse construction, the construction of a new courthouse in Glendale, the Alfred J. McCourtney Juvenile Justice Courthouse construction, the Central Arraignment Court (Jail Project) renovation, two courtroom build-outs at the Michael D. Antonovich Antelope Valley Courthouse, and six hearing room build-outs at the Stanley Mosk Courthouse.

Our mission statement:

*The Los Angeles Superior Court is dedicated to serving our community by providing equal access to justice through the fair, timely, and efficient resolution of all cases.*

## THE POSITION

Under the direction of the Chief Deputy, Administration and Finance, the Facilities Services and Capital Projects Director will represent the Superior Court on matters concerning facility construction, building modifications, and refurbishments. The Facilities Services and Capital Projects Director will be responsible for providing professional assistance and guidance to executive and judicial management on a wide range of facility issues, and will oversee facility service programs, routine facility maintenance programs, fleet operations, space planning, transportation services, and mail service operations for the Superior Court. The incumbent in this position will also interact frequently with staff from the Judicial Council, the State of California, and other local government agencies.

Major responsibilities include:

- Providing superb leadership and management to the Facilities Services and Capital Projects Division staff of 32; managing employee development and performance to create a high-performance, accountable, and service-oriented work environment that supports the Superior Court's mission, objectives, and service expectations.
- Directing and managing assigned functional areas, including the Superior Court's facilities support services, general facilities maintenance, fleet operations, space planning, central transportation, and mail services operations.
- Representing the interests of the Superior Court at pre-design and pre-construction conferences with architects, engineers, contractors, vendors, and interested county and/or state agencies.



- Conferring with judicial and executive leadership, managers, and capital project management staff to establish requirements for new or altered facilities; reviewing construction changes to ensure that the facility will perform its designed functions; inspecting construction or refurbishment work-in-progress with representatives of the Judicial Council to ensure work adheres to plans and specifications.
- Preparing Court-wide health and safety budget requests, including vehicle replacement requirements and critical facility maintenance requirements; directing the preparation of project budgets and the Division's work objectives; overseeing the development and implementation of contingency plans for emergencies and disasters.
- Developing effective working relationships with all the position stakeholders, including the Superior Court's executive leadership, judges, managers, and employees, other public agencies, the staff of the Judicial Council, and the public.

This outstanding career opportunity affords the selected candidate the opportunity to play a leadership role in the Superior Court's facility-related construction, renovation, acquisition, and ancillary support services to ensure safe and adequate courthouses for the residents of Los Angeles County.

## POSITION REQUIREMENTS

Graduation from an accredited four-year college or university with a major in Architecture, Construction Management, Construction Technology, Civil Engineering, Mechanical Engineering, Electrical Engineering, Business Administration, Public Administration, or closely-related field AND seven years of progressively responsible experience

in construction project management functions, including construction management and capital projects development and implementation.

## THE IDEAL CANDIDATE WILL POSSESS:

- Superior leadership and management skills essential for success; demonstrated success directing and overseeing the construction and refurbishment of large, complex public buildings; the ability to acclimate to the court quickly, assess needs, and make an immediate impact.
- Skills and abilities to establish effective working relationships with executive leaders, judges, managers, employees, and the public; superb negotiating skills to ensure that the interests of the Superior Court are represented before the staff of the Judicial Council.
- Skills and experience in delivering high-quality building management services in large, complex public agencies.
- Creativity and sound judgment to solve complex challenges; experience effectively working in a fast-paced environment with competing priorities and deadlines.
- Skills in guiding those with differing opinions towards mutually-rewarding solutions; effective collaboration, facilitation, and consensus-building skills; ability to effectively communicate complex information, proposals, recommendations, and/or ideas logically and persuasively, in public and in closed meetings, to a wide variety of audiences.
- Knowledge of, and the ability to effectively apply, the practices of facilities planning, building acquisition,



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leasing, and building maintenance, including skilled trades such as electrical, plumbing, carpentry, and masonry.

- A high degree of personal credibility; unquestioned honesty and integrity; a commitment to transparency and to providing excellent customer service.

## SALARY RANGE AND BENEFITS

The salary range for this outstanding career opportunity is **\$10,719.83 - \$16,225.34 per month**. Appointment for a well-qualified and motivated candidate for this at-will position may be made at the upper end of the salary range.

The Los Angeles Superior Court provides an outstanding array of employee benefits including medical, dental, vision, life, and disability insurance; a deferred compensation and savings plan; paid leave; and a pension. Candidates are advised that the Superior Court contracts with the Los Angeles County Employees Retirement Association (LACERA) for pension benefits and that the selected candidate is subject to the provisions of the Public Employees' Pension Reform Act. For further information, please visit LACERA's web site at [LACERA.com](http://LACERA.com).

## APPLICATION PROCEDURE

To apply for this position, please send: a cover letter detailing how your training and experience meets and exceeds the requirements described in this brochure; and a resume listing your employment history, current annual salary, and five work-related references (including their contact information) to Steven A. Harman, Senior Associate, Citygate Associates at [sharman@citygateassociates.com](mailto:sharman@citygateassociates.com). References will not be contacted until mutual interest is established. Electronic submission via email is urged. Completed application materials must be received no later than **Friday, April 10, 2015 at 5:00 PM**. For additional information, please contact Mr. Harman via email or by telephone at (510) 599-5294.

## TENTATIVE RECRUITMENT SCHEDULE (SUBJECT TO CHANGE)

Date	Scheduled Activity
April 10, 2015 (5:00 PM)	Last day to file a completed application
April 8 – April 13, 2015	Consultant interview with best qualified candidates
Week of May 18, 2015	Final interviews with Los Angeles Superior Court

