

Job Title: Executive Director – Circuit Court

Salary: \$186,393 - \$210,705

Job Type: Full-Time

Location: Waukegan, IL 60085

Department: 19th Judicial Circuit

General Description

The Executive Director is the senior non-judicial administrator of the 19th Judicial Circuit Court, responsible for directing and coordinating the operations and non-judicial employees of the Circuit. Working directly with and reporting to the Chief Judge, the Executive Director manages a unionized workforce of approximately 265 employees across the Circuit's eight divisions:

- Adult Probation
- Budget and Finance
- Human Resources
- Judicial Information Services & Technology
- Judicial Operations
- Juvenile Probation and Detention Services
- Legal Services
- Psychological Services

The Executive Director develops and presents the Circuit's annual budget, funded jointly by the State of Illinois and Lake County, exercises broad oversight of court personnel, policies, and projects, and directs the work of the Circuit's leadership team in carrying out the Chief Judge's strategic objectives.

Essential Duties & Responsibilities (*Essential Functions*)

- Collaborates effectively with the Chief Judge, forming a productive partnership, and directs the implementation of the Chief Judge's goals and strategic objectives for the 19th Judicial Circuit.
- Partners with the Chief Judge to create programs, protocols, and efficient court procedures, coordinating with the Circuit Judges and Judicial Committees to ensure stakeholders understand objectives and procedures.
- Provides administrative direction to the Circuit's eight divisions, reviewing and harmonizing programs to improve integration and efficiency while eliminating redundancy.
- Supervises, coaches, and develops the Circuit's division directors, establishing reporting and goal-setting relationships with each; supports directors and their divisions without micromanaging; leads succession planning for anticipated leadership retirements.
- Supervises senior administrative staff in developing and delivering new programs aligned with the Court Strategic Plan and Performance Measurement system; monitors performance indicators and offers recommendations.
- Provides executive oversight of labor relations in partnership with the Director of Human Resources, including participation in collective bargaining, resolution of grievances and arbitration matters, and consistent interpretation and administration of collective bargaining agreements across all divisions.
- Oversees personnel management across the Circuit, including performance management and employee relations; leads recruitment efforts and recommends and approves staff hires to ensure operational efficiency and consistency.

- Collaborates with the Chief Judge to identify budget needs and evaluate new program requests; prepares and presents the Circuit Court's annual budget to the Lake County Board and its committees.
- Maintains an effective working relationship with the Lake County Board as the Circuit's funding body while safeguarding the independence of the judicial branch.
- Fosters communication and working relationships with justice partners, including the Lake County Clerk of the Circuit Court, the State's Attorney's Office, the Public Defender's Office, the Sheriff's Office, and the County Administrator's Office, as well as law enforcement agencies, the Administrative Office of the Illinois Courts, the public, and community organizations.
- Collaborates with the Sheriff's Office to effectively coordinate court security measures.
- Facilitates policy discussions addressing budget, grant coordination, personnel matters, facility upkeep, and project management.
- Offers guidance in developing and preparing submissions for new programs and procedures, including grant applications.
- Stays current on new legislation, court rules, administrative directives, and emerging trends in court management and operations; develops policy responses as needed.
- Supports continuity of court administration through Chief Judge transitions, providing onboarding support to incoming court leadership.
- Ensures adherence to Affirmative Action, Equal Employment Opportunity (EEO), and Americans with Disabilities Act (ADA) policies.
- Acts as a liaison to county, state, and federal agencies, and other relevant organizations regarding court-related matters.

This job description is not designed to cover or contain a comprehensive listing of all required activities, duties, or responsibilities. Duties, responsibilities, programs, and activities may change, or new ones may be assigned.

Knowledge, Skills and Abilities

- Knowledge of public sector management principles and practices, including budget administration, labor relations, and personnel administration.
- Working knowledge of the Illinois Justice System, relevant statutes, and Administrative Office of the Illinois Courts policies and procedures, or demonstrated ability to acquire it rapidly.
- Ability to interpret and apply statutes, administrative directives, collective bargaining agreements and policies.
- Exemplary ability to uphold strict confidentiality.
- Demonstrated adaptive leadership skills, including the ability to lead effectively amid ambiguity and act without close direction.
- Ability to manage competing priorities across multiple divisions and facilities.

Education and/or Work Experience Requirements

- Bachelor's degree in management, public administration, legal, courts, business administration, criminal justice, or a related field required.
- Master's degree, Juris Doctor or Institute for Court Management certification preferred.
- Eight or more years of progressively responsible and related experience, of which three must be in a supervisory position of two or more levels.

- Demonstrated experience in public sector management, including budget administration, personnel administration and employee relations, and labor relations required.
- Trial court or judicial branch administration experience preferred; candidates without prior court experience are expected to complete the National Center for State Courts Certified Court Manager and Certified Court Executive programs following appointment.
- Must pass an extensive criminal history and background check.