



*City of Aurora, CO*

# **Court Administrator & Detention Director**



**14999 E. Alameda Parkway, Aurora CO**





## About Aurora, CO

Aurora is Colorado's third largest city – and the safest large city in Colorado – spanning three counties in the eastern Denver-Aurora Metropolitan Area. With more than 350,000 residents who enjoy access to quality education, Aurora embraces expansion, while preserving Colorado's natural beauty. Aurora also hosts top national employers in aerospace and defense, bioscience, healthcare and alternative energy. Buckley Space Force Base calls Aurora home serving active duty, National Guard, Reserve and retired personnel throughout the Front Range community.

Situated on prairie grasslands, rolling hills and the Black Forest's northern tip, Aurora offers a unique quality of life that blends an old-fashioned sense of community with a range of outdoor and leisure activities. Our residents enjoy a wealth of opportunities and are proud to call Aurora home.

Aurora provides access to quality education. Four school districts and 12 campuses of higher learning, including the University of Colorado, meet the instructional needs of residents and those beyond the city limits. The city's annual Aurora Scholars program honors a student in every grade in every school in Aurora.

Tree-lined streets, open prairie, majestic views of the mountains and ample neighborhood parks make Aurora neighborhoods a comfortable place to call home. Aurora's strategic comprehensive plan emphasizes the formation of livable, full-service neighborhoods. More than 450 neighborhoods complete the fabric of the community.

Aurora's climate is mild and dry, with more than 300 days of sunshine a year, offering residents and visitors ample opportunity to get outside, stay fit and enjoy all that Colorado living has to offer. Aurora has five city owned golf courses, two reservoirs, more than 97 parks, and over 5,000 acres of open space and trails. Situated at the foot of the Rocky Mountains, Aurora is a gateway to all Colorado has to offer.

## City Government

The city of Aurora is a full-service city governed by a council/manager form of government, which combines the political leadership of elected officials with the managerial expertise of an appointed local government manager.

The Aurora City Council is composed of a mayor and 10 council members. Of those 10 members, six are ward council members, representing one of the six wards that section the city. The remaining four council members are elected at large, like the mayor, to represent the entire city. The 10 members of Aurora's city council are part-time elected officials, meaning they may all have jobs in addition to their responsibilities as council members. The mayor's position is a full-time responsibility.



## The Position

Under the direction of the City Council, the Court Administrator & Detention Director provides leadership, executive direction, administration, operation and management of the City's Municipal Court and Detention Center and ensures the effective implementation of policies established by the Council.

The Court Administrator & Detention Director provides strategic leadership to all Career Service employees within Court Administration and Detention. The Court and Detention Administrator creates and articulates the vision and direction while assisting the leadership team and employees in understanding the city's mission, vision, initiatives and interests while working to accomplish them. The Court and Detention Administrator models and champions the city's values of integrity, respect, professionalism and customer service.

## Essential Responsibilities:

- Administers and manages the following workgroups: case management, probation, court information technology, marshal functions and the detention center
- Responsible for implementing operation goals and objectives and for the management of a complex department and overall functions for which there may be several projects and programs in progress simultaneously involving multiple resources
- Develops solutions to organizational and operations problems, responsible for organizational management (development, staffing and conflict) and allocating resources
- Establishes and maintains short and long-range financial plans and strategies. Prepares and manages departmental budget
- Works with other governmental agencies in the development, coordination and compliance with federal, state, and local codes and regulations pertaining to municipal court administration and detention services; represents the City in a variety of organizations
- Develops City policies regarding municipal court and detention administration matters
- Prepares and makes policy recommendations to City Council
- Oversees and ensures that policies and procedures, state statutes and local ordinances are adhered to in the daily operation of the court and detention center
- Oversees the care and maintenance of the court building
- Represents the municipal court to other groups, elected officials and outside agencies; coordinates assigned activities with those of other groups, outside agencies and organizations
- Responds to and resolves difficult and sensitive citizen inquiries and complaints

## Essential Responsibilities continued..

- Makes decisions regarding major staff changes within the organization such as organizational structure design or re-organization, staffing levels, position redesign or development, terminations, hiring and promoting key positions
- Leads strategic initiatives encompassing both the Municipal Court and the Detention Center.
- Assures the work of the court is aligned, efficient, equitable and integrated in forwarding organizational values and objectives.
- Closely coordinates with the judges to develop strategy, an annual work plan and lead executive leadership in implementation.

## Education and Experience

Qualified applicants will have a Bachelor's degree from an accredited college or university with major coursework in Business, Public Or Judicial Administration or a directly-related field and at least seven (7) years progressively responsible experience in a court environment, and at least five (5) years of supervisory/management experience. It is highly preferred to have experience administering to the direction and day-to-day needs of a city, municipal, county or state detention center. An equivalent combination of education, training, and experience that demonstrates required knowledge, skills, and abilities may be considered.

## Licenses and Certifications

A valid Colorado Driver's License with a good to excellent driving record is required.

## The Ideal Candidate

The ideal candidate will have comprehensive knowledge of the principles, practices and procedures of a municipal court, and experience with municipal management, budgeting, planning, and regulatory requirements and practices. In addition to understanding the operations of a municipal court, this individual will possess experience leading the operations of a detention center or facility, managing detention staff and addressing the well-being of detainees.

The ideal candidate should be collaborative leader with the ability to establish and maintain effective working relationships with City Council, City Management, staff and citizens. The ideal candidate will be politically savvy, and bring a positive example of competence, professionalism, energy and work ethic to the organization.

This individual sees value in diversity and will seek to develop and foster a department that supports equity and inclusion across the employees. Aurora is a city of many different peoples and we celebrate those differences. The ideal candidate for this position will support the City of Aurora's commitment to greater representation, fairness, belonging and care across our policies, procedures and practices.

The ideal candidate should have strong interpersonal and managerial skills, be an effective listener, responsive to input, and provide timely feedback. Excellent oral and written communication skills along with team building and conflict management skills will be necessary for this individual to be successful; advanced written/oral communication skills are imperative.

## Salary

The City of Aurora is offering a competitive salary between \$143,773 - \$199,685, commensurate with experience and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.

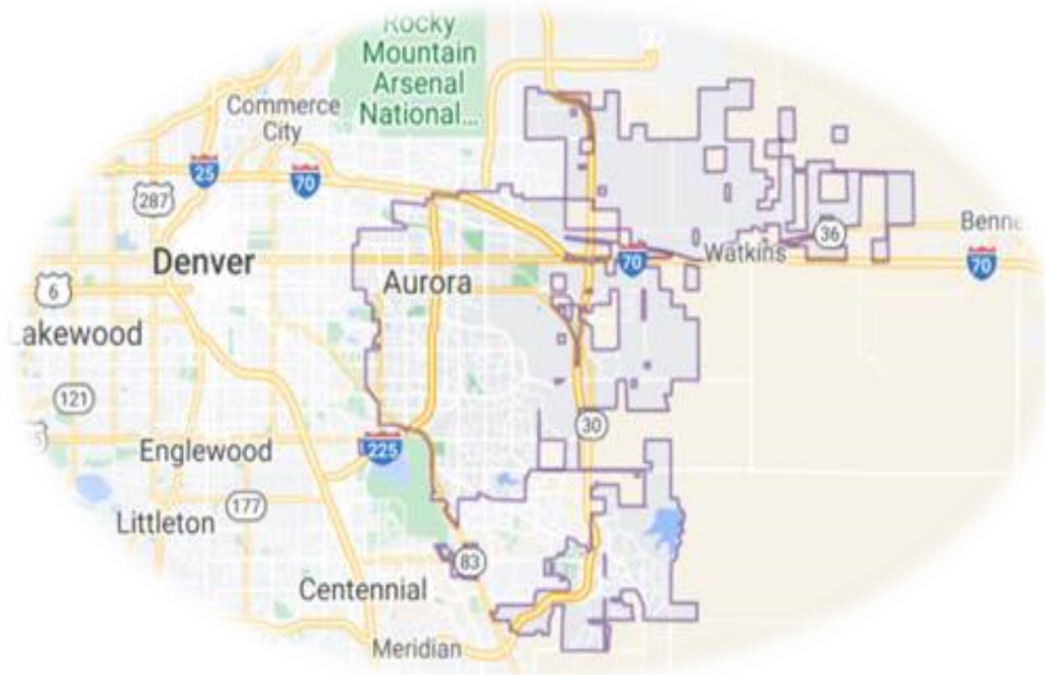
## How to Apply

Interested applicants should forward a cover letter and resume to:

**resumes@affionpublic.com**

**Reference: ACADD**

Affion Public  
PO Box 794  
Hershey, PA 17033  
888.321.4922  
[www.affionpublic.com](http://www.affionpublic.com)



*The City of Aurora is an equal opportunity employer.*