

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Director, Court Facilities and Security
Job Code: 8070
Pay Grade: 71
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Coordinates and oversees the operation, maintenance and security of the county-owned Superior Court building and Adult Probation satellite offices. Serves as the liaison to Pima County Facilities Management, authorizes facilities improvements as approved by the court administrator and/or the presiding judge and in coordination with Pima County Facilities Management. Directs the security efforts of court security staff. Serves as liaison to the Sheriff's Judicial Security unit and other law enforcement agencies, and performs primary duties for the court in emergency planning and response situations.

ESSENTIAL FUNCTIONS:

Facilities

- Coordinates the maintenance and repair of Superior Court buildings, including janitorial service, plumbing, electrical, paint, carpeting, furniture, equipment, elevators, and advises on construction, space utilization, and workspace design projects.
- Directs the work of the facilities and supplies staff; manages, directs and coordinates a variety of activities for court facilities.
- Coordinates and reviews the activities of vendors, contractors and consultants engaged in the design, development, construction, maintenance and security of court facilities.
- Coordinates work orders, inspects work quality and efficiency of service providers, meets with contractors on compliance issues, and recommends appropriate corrective actions, generating change orders and other contract amendments as required.
- Works closely with court administration to project facilities needs, develop solutions and related budgets to meet those needs, and implement solutions once funding is attained.
- Acts as liaison to Pima County facilities management and design teams for all court related facilities projects and represents the court, as directed, in facilities projects with the county as well as with architects, engineers and other technical professionals.
- Develops the annual division budget and projects costs of maintenance and supplies of court facilities.
- Collaborates with the finance department to conduct competitive bid processes to address facilities needs.
- Ensures public access to Superior Court and other court facilities is in compliance with state and federal laws and regulations.
- Prepares standard and adhoc reports concerning various aspects of the facilities management functions and activities.
- Develops and conducts training sessions for employees regarding applicable safety and emergency policies and procedures.
- Oversees the operations of the supply room, including the purchase and distribution of office supplies.

Security

- Directs security staff, including contracted entry security staff, and unit operations, evaluates and analyzes issues, recommends and implements solutions.
- Participates in the development and implementation of emergency procedures and evacuation plans for all court facilities.
- Develops, tests, and maintains business continuity plans for disaster recovery and other crisis situations.
- Coordinates emergency protocol with county security, law enforcement, the office of emergency management, and the fire department.
- Assures effective communication of security issues and strategies with court security, judicial security, court administration, county security, local law enforcement, and judicial officers.
- Compiles and analyzes statistical reports regarding courthouse entrants, intercepted contraband, court security officer responses and a variety of courthouse incidents, and makes security recommendations to court administration.
- Responsible for the development, implementation, and management of training programs for court security officers, contracted entry security staff, judicial officers, law clerks/bailiffs, and new employees with job specific security training.
- Develops systems and standards for safety and security program evaluation.
- Monitors and reviews trends in court security and criminal justice, and recommends operational and policy improvements.
- Advises and coordinates with judicial and law enforcement agencies on issues of security duties, functions and obligations.
- As directed, may act as the contact for all federal, state, and local public safety, security and intelligence agencies.
- Develops the annual budget and projects costs for the court security unit.
- Prepares standard and ad-hoc reports concerning various aspects of court security and emergency functions and activities.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Develops and delivers defensive driving and van dynamics training to court employees.
- Serves as the coordinator for issues related to the American with Disabilities Act (ADA), Occupational Safety and Health Administration (OSHA) and risk management. Makes ergonomic workspace evaluations, recommendations, and accommodations.
- Provides support for high profile trials to include media accessibility, crowd control and courtroom management.
- Provides transportation and coordination of visits to crime scenes for the judge, jurors and needed court staff.
- Provides leadership, direction, and coaching to subordinate employees in areas of performance management, problem resolution, planning and work assignments.
- Coordinates with other court departments and divisions on related projects, such as office moves, conference room arrangements for special events and training programs.
- Performs related projects and duties as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of facilities management practices, building construction, contractual agreements, bid processes and maintenance of medium to large facilities.
- Must have knowledge of occupational safety, security/custody procedures, loss prevention, OSHA regulations, and provisions of ADA.
- Must have knowledge of interviewing techniques, project and personnel management including employee goal setting and performance appraisals.
- Must have knowledge of desktop computers and software associated with standard office processes and methods for automated and manual record keeping.
- Must have skills in project management, evaluating the work of contractors, and investigating and analyzing industrial accidents and their causes.
- Must have knowledge of security best practices and current security equipment technology.
- Must have knowledge of National Incidence Management System and FEMA prescribed training and education in accepted emergency management procedures and the incident command system.
- Must have ability to communicate effectively with a wide variety of employees and judges, as well as county departments, vendors, the public, law enforcement agencies and Homeland Security.

MINIMUM REQUIREMENTS:

A Bachelor’s degree from an accredited college or university with a major in a related field and five years of experience in building management construction, maintenance or operation, emergency management and/or security with two years of supervisory work experience. Or any equivalent amount of experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver’s license at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Court Administrator. The incumbent performs duties under limited supervision and has supervisory responsibilities for the facilities and security staff.

Date: 01/03/88
Revised: 01/26/05; 08/05/11

Approved by: _____ Date _____
 Director, Human Resources

_____ Date _____
 Court Administrator