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## JENNIFER OBRIEN ROPER

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*"In this anthology, topics include philosophical reasons for choosing to enter a mentor relationship, practical tips on setting up a program, internships, practicums, job shadowing, virtual reference, opportunities for those new to the profession and those in mid career, and mentoring across disciplines"--Provided by publisher.*

Commensurate with Experience General Description and Classification Standards The individual in this position is responsible for the overall management of the Municipal Court of Atlanta. Duties include, but are not limited to: Providing direction to a group of managers engaged in multiple activities related to the area of leadership responsibility; establishing operating policies; providing management coaching and guidance; building relationships across departments, in addition to city organizations as needed; and managing the court budget. Direction is received from the Municipal Court Chief Judge and Court Judges with a focus on strategic objectives and policy making. Individual may perform other duties as assigned. Oversees record management including computer operations, record retention, record-keeping and reporting of court minutes. Ensures the preparation of a balanced and fiscally responsible annual budget that is in compliance with the City Charter. Develops, defends, and revises such budget within the context of meetings with the Office of the Mayor, City Council and Human Resources. Presents and explains the Municipal Court finances, and budgets to the members of City Council. Supervises the financial aspects of court operations including the collection, receipt, and accounting of fees, fines, bonds, and escrow funds. Provides recommendations regarding new initiatives, contracts, and other items related to the operation of the Court. Directs activities related to budget policy, adoption, and adjustments. Develops the preliminary court budget, forecasts revenues and expenditures, and participates in budget hearings. Makes recommendations to the Municipal Court Chief Judge and Court Judges for pending and forthcoming legislation; assists in writing legislation and securing funds. Monitors activities within the departments to ensure all responsibilities are performed accurately and in a timely manner. Interacts with executive level management on a peer basis. Evaluates and advises on the impact of long-range planning of new programs and strategies to the Municipal Court Chief Judge and Court Judges. Develops staffing strategies to identify and retain talent at the court and implement improvement plans. Resolves conflict and able to reach a consensus on countervailing interests. Manages administrative matters, such as conducting special studies, preparing special projects, developing and administering training, and providing for staff technical and professional growth. Establishes credibility throughout the court with management and employees to effectively solve problems and employee concerns. Enhances, develops, implements, and enforces human resources policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the Court. Manages the case management systems database and provide necessary reports for the critical analyses of the Court. Conducts research, prepares program evaluations, makes recommendations, and conducts presentations on the court structure for continual improvement of the efficiency and effectiveness of the Court. Advises, negotiates, manages, and administers contracts with all Court vendors. Interprets and executes statutory mandates, rules of court, and judicial system policies, as they relate to administrative matters. Formulates and implements policy with respect to the operations of the court administration. Analyzes and prepares court security plans. Performs other related work as required. Accomplishes short-term, mid-term, and long-term objectives; applies professional standards of operation and assures the court functions meets all legal and regulatory requirements. Leadership Provided Provides guidance to managers, supervisors, and staff, while setting the overall goals and objectives for the Court and provides guidance on performance standards in accordance with city policies and the applicable law. Advanced leadership required in addition to motivational skills for identifying strategic issues and developing long-term resolutions. Skill in operating computers with extensive proficiency, covering a wide variety of applications. Ability to visualize and anticipate organizational needs, while accomplishing administrative goals. Knowledge of State of Georgia reporting requirements. Knowledge of City and

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departmental policies and procedures. Knowledge of applicable state and federal laws. Current certification and relevant years of experience in Lean Six Sigma. Progressive experience in leadership and management of an organization with or more staff members. Demonstrated knowledge and experience in the development and implementation of a successful budget plan for a multi-million-dollar budget.

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