

**To the Mayor and Members of the City Council****March 3, 2020**

Page 1 of 2

SUBJECT: MUNICIPAL COURT DIRECTOR SEARCH UPDATE

The purpose of this report is to provide an update and timeline concerning the recruitment of the City of Fort Worth's next Municipal Court Director.

In February, 2020 Career Management Partners (CMP) was engaged to handle the recruitment of the City of Fort's next Municipal Court Director. To begin the process, CMP met with City Manager's Office and Human Resource Office staff to understand what the City is looking for in the next municipal court director and to develop the Court Director job profile.

Additionally, feedback was solicited from the City Attorney's Office since they work closely with the court director and court staff. A copy of the job profile is included with this IR for reference and can be shared with interested stakeholders.

Career Management Partners Process:

The process used by CMP is straightforward and targeted. Their initial focus over the first 10 days has been the top 20 cities (and their respective counties) in Texas along with a similar approach to the top 100 cities/counties across the country. CMP will continue to focus extensive efforts on identifying applicants in these two groups for the duration of the search.

CMP is expected to deliver a diverse slate of candidates that reflect the citizens we serve and their sourcing and recruitment efforts will reflect this understanding. The position has been posted on the National Association for Court Management (NACM), the National Center for State Courts (NCSC), the Local Government Hispanic Network, the CMP website and the City's career site. CMP will utilize other government-related groups like the National Forum for Black Public Administrators (NFBPA), the National League of Cities, and the Texas Municipal League to find potential, high-caliber applicants.

As quality candidates are identified, CMP will conduct an in-depth assessment of each candidate prior to sharing candidate information with the municipal court director search team.

Human Resources Department Process

The Human Resources Department will post the Municipal Court Director position from 2/18/2020 to 3/18/2020 in order to ensure that internal candidates knew about the position and had the opportunity to apply for it. Utilizing our own posting process allowed the job sites that the City relies upon to post the position onto their sites. Those sites included the following for this position:

- Indeed.com - #1 Job Site in the US
- Glassdoor.com - #2 Job Site in the US
- ZipRecruiter – This provides advertising on over 100 additional job sites
- CareersInGovernment.com - A top Government focused job site
- America's Job Exchange – Advertises on several diversity sites/organizations

**To the Mayor and Members of the City Council****March 3, 2020**

Page 2 of 2

SUBJECT: MUNICIPAL COURT DIRECTOR SEARCH UPDATE

In addition, Human Resources advertising relationships allowed for the position to be posted with over 20 diversity focused job sites. All candidates' applications/resumes that were received via the City's posting will be forwarded to CMP for review.

The Latest Information and Timeline

Currently CMP has reached out to over 150 candidates, in addition to those that applied via the City posting. They are currently completing their vetting process with candidates and expect to have a slate of candidates to present to City leadership for initial telephone interviews that will be conducted the last two weeks of March.

If the City leadership, under the direction of Assistant City Manager Valerie Washington, find that the candidate pool is deep with the talent and diversity that the City is looking for, the interview process will be arranged with the finalist candidates. The interviews, depending on scheduling, are planned for April, with a potential second round of interviews taking place in May. We will continue to provide the City Council with updates on the process.

If you have any questions, please contact Valerie Washington at 817-392-6192.

David Cooke
City Manager



Executive Position Profile

Position Title: Municipal Court Services Director

Organization: City of Fort Worth (Texas)

Reporting to: Assistant City Manager

Date: February - 2020

City of Fort Worth

Ranked the 13th largest and one of the fastest growing cities in the U.S., Fort Worth is home to more than 850,000 residents. While still holding strong to its western culture with the Fort Worth Stockyards, Billy Bob's and National Cowgirl Museum, it also has a flare for the modern with international art institutions like the Kimbell Art Museum, Bass Performance Hall, a



strong educational foundation grounded with Texas Christian University and nationally recognized Fort Worth Zoo and The Botanic Gardens. With close proximity to DFW Airport, the stadiums for the Texas Rangers and Dallas Cowboys, the City has received numerous accolades, including number one downtown (livability), and the second-best city in the nation for job seekers (Forbes). For more information visit: <https://www.fortworth.com/>

State of Texas



How about no state income tax; Multiple cities consistently ranked in the top 10 of fastest growing in the U.S.; the largest growth of any metro area in the nation (Dallas-Fort-Worth-Arlington); 24 of the Fortune 500 companies in the Fort-Worth/Dallas region and 54 across the State. Wait, there is more. Texas produces almost 40% of America's oil; is the largest producer of wind power; ranks third overall in the number of women-owned businesses (1M); and finally, ranks as the nation's fifth-largest producer of wine.

Municipal Court Overview

The City's Municipal Court is responsible for the administration of Class C misdemeanor cases that occur within the city limits of Fort Worth. These include traffic offenses, City Code violations, and other state offenses such as public intoxication, disorderly conduct and simple assaults. The Municipal Court System is responsible for the adjudication of over 100,000 cases each year.

Traffic and Penal Code Offenses

The FWMC has concurrent jurisdiction with justice of the peace courts over Class C misdemeanor criminal cases where the punishment upon conviction is by fine only.

Position Summary

The exciting role of Municipal Court Services Director for the City of Fort Worth is one that touches and impacts constituents across the community and region. Reporting to the Assistant City Manager, the City is seeking a dynamic, community-oriented and collaborative leader who can oversee a department looking to continue its journey of innovation, community engagement, and education.

This critical leader will plan, direct and manage the activities and operations of the Municipal Court Department with a vibrant staff of 150, including 4 senior staff employees who report directly to the Director. He/She will be expected to advance the story of the court to the community and city officials, while advocating for involvement, continued education and a deep appreciation for diversity and inclusion. While the Courts have experienced several administrative advances over the last several years the new leader has the opportunity to facilitate additional impacts by developing short and long-term strategic plans, established through a collaborative and intellectual gathering of key stakeholders.

The Director will coordinate various activities with other departments and outside agencies and oversee administrative and programmatic activities and special projects, ensuring effective planning and prioritization of departmental services. He/She will also provide highly responsible and complex administrative support to the Assistant City Manager.

Essential Responsibilities:

1. Directs the services of the Municipal Court Department, which includes planning, coordinating, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensuring compliance with federal, state, and local laws, regulations, codes, and/or standards.

2. Supervises a robust staff within the Clerk of Courts, Marshal Division, Judicial and Administrative groups. Prioritizing and assigning work; conducting performance evaluations; ensuring the staff is trained; ensuring our colleagues and employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Develops and implements the Municipal Court strategic goals, business plan, objectives, policies and priorities for each service and/or operational area.
4. Plans, directs and coordinates, through effective staff management, the Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; and meets with key staff to identify and resolve problems.
5. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
6. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of municipal court services programs, service delivery methods and procedures; and works with subordinate employees on the continuous improvement of city services.
7. Leads the development and administration of the Municipal Court Department's budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary.
8. Provides executive level staff assistance to an Assistant City Manager; participates on a variety of boards, commissions and committees; and prepares and presents staff reports and other necessary correspondence.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
10. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

Required Knowledge, Skills and Abilities:

- **Knowledge of:**
 - Operations, services and activities of a comprehensive, municipal court services program.
 - Laws and Best Practices as applied to the processes of Municipal Court Systems.
 - Principles and practices of program development and administration.
 - Methods and techniques of statistical data collection and analysis.
 - Principles and practices of municipal budget preparation and administration.
 - Principles and procedures of management systems and reporting.
 - Principles of supervision, training and performance evaluation.
 - City of Fort Worth Human Resources rules, regulations, policies and procedures.
 - Pertinent federal, state and local laws, codes and regulations.
 - Experience working in a court structure that processes Misdemeanor Class C cases.
- **Skill in:**
 - Time and employee management.
 - Determining operational needs.
 - Strategic and critical thinking.
 - Interpersonal relations.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, train and evaluate employees.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
 - Prepare clear and concise administrative and financial reports.
 - Establish and maintain effective working relationships.

Minimum Job Requirements:

A Bachelor's degree from an accredited college or university with major course work in public or business administration or a closely related field and seven years of municipal court or government experience, including five years of administrative or supervisory experience.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

For confidential consideration
Please contact:

Mike Boate
Talent Acquisition Leader
Career Management Partners (CMP)
mikeb@careemp.com

www.careemp.com

