



Veterans Memorial

Population 60,000 (est.)



Incorporated 1996



20 square miles



*Annual Budget of
\$87,000,000*



*245 Full-Time
City Employees*



Veterans Memorial



Lakewood City Hall

Municipal Court Services Director

City of Lakewood
6000 Main Street SW
Lakewood, WA 98499-5027

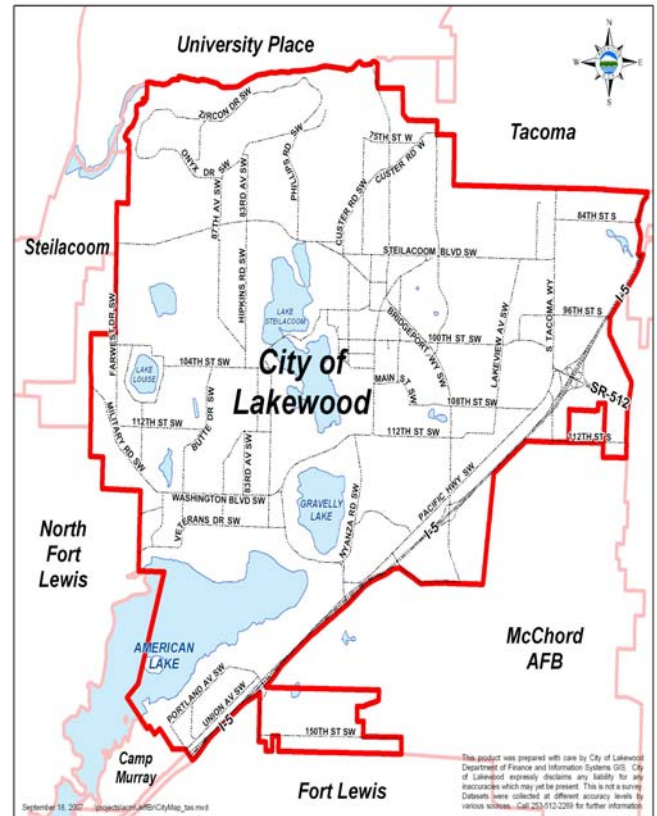
THE COMMUNITY:

The City of Lakewood is conveniently located along Interstate 5 south of Tacoma. It is adjacent to McChord Air Force Base and Fort Lewis. With the City's population of about 60,000 residents, it is in the top fifteen largest cities in Washington State. Some of the City's vital statistics include: eight lakes offering a variety of water related activities; parks ranging in size from two acres to 342 acres; a City Hall located in the 100 acre Lakewood Towne Center; Pierce Community College and Clover Park Technical College, and over 3,000 businesses.

Lakewood's economic development is both a high priority and a work in progress, especially along the Pacific Highway corridor adjacent to Interstate 5. The new Sound Transit Station is complete and part of a regional transportation system linked to the City's Towne Center. New commercial development along the corridor is already taking place, with a major new car dealer and hotel. In areas known for the challenges of low income demographics and social needs, new development is also taking place and the City is extending sewer service to both Tillicum and Woodbrook for the first time. The City's proximity to two major military bases is also a key factor in its economic development strategy. Lakewood is a young thriving community that offers its citizens a diverse, vibrant, and scenic place to call home.



Municipal Court Entrance



THE CITY:

The City of Lakewood is a code city with a Council-Manager form of government. The Council appoints a full-time, professional City Manager to oversee the administrative functions of the City and to implement Council policy. The City has a \$87 million operating budget, and is organized into 10 departments and divisions with 245 FTEs:

- ❖ Executive
- ❖ Community Development
- ❖ Economic Development
- ❖ Finance & Information Systems
- ❖ Human Resources
- ❖ Legal/City Clerk
- ❖ Municipal Court
- ❖ Parks, Recreation & Community Services
- ❖ Police
- ❖ Public Works

THE POSITION:

This position involves non-judicial administrative and executive management work directing and coordinating the operations of the Municipal Court in accordance with professional and administrative standards, municipal ordinances, and general policy established by the City Manager and Municipal Court Judge. The position exercises independence in the development and management of projects, tasks, and programs assigned, coordinating efforts with a variety of individuals and organizations, including other City staff, local cities and government entities.

The Lakewood Municipal Court processed 7,568 infractions, 20,626 photo infractions, and 3,257 criminal cases in 2009 and conducted approximately 1200 – 1500 hearings a month.



Lakewood City Hall, Southern Entrance

ISSUES & PRIORITIES:

- ❖ Develop and maintain effective working relationships between law enforcement agencies, jails, attorneys, probation, and related social and community services.
- ❖ Create efficiencies in government and serve citizens of Lakewood and neighboring entities to promote confidence in the judicial system.
- ❖ Formulate and submit recommendations for changes to improve operations of the department.
- ❖ Foster development of alternative sentencing programs, such as work crews, electronic home monitoring, and others.
- ❖ Analyze, evaluate and implement automated systems to assist the court and enhance case flow and records management.
- ❖ Implementation of regional court services contract with City of University Place in 2011.
- ❖ Personify a working example of first rate customer service. Seek to improve internal and external customer service.

QUALIFICATIONS:

Any combination or equivalent to: Bachelor's degree in public or business administration, criminal justice or related field, and three years of increasingly responsible experience in management of a municipal court operation or equivalent. Two years of direct supervisory experience desired. Related work experience may be substituted for equivalent education requirements.

SALARY AND BENEFITS:

The Municipal Court Services Director's salary range is \$82,833 - \$105,064 annually. A competitive benefits package includes options such as combination (vacation) and major medical leave, paid holidays, annual management leave and health benefits as well as an employer paid life insurance up to \$100,000, optional employee paid pre-tax 457 deferred compensation plans, and other optional employee paid insurances. The City offers a social security replacement plan (ICMA 401A) and a qualified, defined contribution retirement plan (ICMA 401A).



Lakewood Municipal Courtroom

SELECTION PROCEDURES:

City application, resume, and supplemental questionnaire required by February 8, 2010, 5:00 pm, OR until filled. Return to:

City of Lakewood
Human Resources Department
6000 Main Street SW
Lakewood, WA 98499-5027

To request an application packet, please call the City's 24 hour job line at (253) 512-2265 or download from City's web site www.cityoflakewood.us. Any questions, please contact Human Resources at (253) 589-2489.

The City of Lakewood is an Equal Opportunity Employer.