



The Judicial Performance Evaluation Commission (JPEC) plays an important role in the merit selection and retention process for Utah's judiciary. By conducting regular performance evaluations of all

Utah judges, the Commission improves judicial performance through the collection of constructive feedback for judges. JPEC also provides voters with valid performance information about judges so that they may cast informed votes at each general election. For more information about JPEC, see <https://judges.utah.gov/>

JPEC seeks a full-time executive director to further the Commission's history of innovation and fair judicial evaluation. The executive director supervises a small team of staff members and reports directly to JPEC's thirteen appointed commissioners.

Ideally, a candidate will understand the psychology of performance evaluations as well as have experience working with qualitative and quantitative data. The ideal candidate will possess the ability to work successfully with stakeholders of various backgrounds. The individual will have exceptional interpersonal skills, including the abilities to manage contentious issues with integrity and finesse and to serve as an effective spokesperson. The executive director is JPEC's point person. As such, they should be able to handle multiple projects simultaneously and bring a creative and critical perspective to improve the Commission's work.

**The position combines on-site work at the Utah State Capitol Complex and remote work.** This position serves at the will of the Judicial Performance Evaluation Commission.

### **Principal Duties**

- Responsible to JPEC for implementing and meeting JPEC's statutory mandate
- Manages all ongoing and daily work of JPEC, including organizing meetings of JPEC and its subcommittees, developing work plans and agendas, and completing action items
- Working with commissioners and staff, develops strategic plans and goals for program improvement; prepares and updates priorities as well as identifies and recommends efficiencies
- Serves as primary liaison and spokesperson for JPEC in all dealings with the judiciary, legislature and the media
- Advocates for JPEC's priorities with legislators, both before and during each legislative session
- Writes scopes of work and conducts procurement events to award contracts to conduct judicial surveys and other functions, such as research and development;
- Monitors contracts for compliance and serves as the subject matter expert for contracts' evaluation content; serves as primary JPEC contact for all third-party contractors
- Oversees the financial status of JPEC; including budget development and working ~~and~~ with the Governor's Office and the Utah Legislature on budget requests
- Supervises subordinate personnel including: hiring, determining workload and delegating assignments, monitoring and evaluating performance.
- Reviews statute and administrative rules to ensure compliance, and updates administrative rules, or proposes legislation, as necessary
- Works with appointing authorities to facilitate the appointment and onboarding of commissioners

- At the direction of the commission chair and on behalf of the Commission, responds to inquiries and requests made by the media, government agencies, and the public

### **Minimum Qualifications**

- Advanced degree in the social sciences or a related field, law degree, or combination of education and experience.
- At least 5 years managerial or executive leadership experience.

### **The Ideal Candidate will possess:**

- Exceptional interpersonal skills, including:
  - Oral communication skills, including public speaking, meeting facilitation, and working with internal and external customers
  - Written communication skills, including attorney outreach and public outreach materials, administrative rules, website content, media materials
  - Ability to coordinate and interact effectively with judges, court administrators and personnel, legislators, and staff
  - Ability to interact effectively with the media and serve as JPEC's public information officer.
- Adept leadership skills, including:
  - Ability to promote and implement a mission-centered vision to a diverse audience
  - Ability to work collaboratively and productively with a wide variety of people and personalities
  - Ability to supervise staff by assigning/directing work and conducting internal performance evaluations
  - Ability to motivate people, create community, and encourage teamwork
- Strong data skills, including:
  - Ability to manage data sets, including system design
  - Understanding of data analysis techniques and standards
- A keen understanding of the psychology of performance evaluations
- Ability to multitask and keep multiple projects moving ahead simultaneously
- Ability to critically and creatively evaluate operations and make improvements as necessary
- Ability to manage confidential information with fidelity
- Basic understanding of budget management
- Basic understanding of the legislative process

### **Salary Range**

\$55.29 – \$62.50 Hourly

### **Job Type**

Full Time

### **Application Deadline**

Open Until Filled

### **Applications and More Information**

<https://www.governmentjobs.com/careers/utah/jobs/4006786-0/executive-director-jpec>