The United States Court of Appeals for the Sixth Circuit is seeking a highly qualified Chief Operations Officer to join our team. From day one, the Chief Operations Officer will oversee project and program management, coordinate strategic initiatives, and develop effective communication plans between the Office of Circuit Executive and court units throughout the Circuit.

**Position Summary**

The Chief Operations Officer oversees strategic business initiatives from development through successful execution under the guidance of the Circuit Executive. The major responsibilities and duties of this position include the following:

- Serve as advisor and support for the Circuit Executive. Work with Circuit Executive to set strategic priorities for the Circuit; assist in decision-making, program management, and initiative implementation. Act as key thought partner for new ideas/initiatives and identifying solutions to challenges.

- Oversee and monitor complex court-wide projects or initiatives; bring together stakeholders and help drive decisions. Provide on-going analysis and delivery of projects maximizing use of resources. Coordinate multi-year and cross-department budgets. Monitor project costs and performance, service levels, and other metrics to ensure project goals and objectives are met.

- Ensure the Circuit Executive’s involvement in project or decision-making processes takes place at key times.

- Serve as Circuit Executive liaison regarding projects, proposals, planning, and other functions related to court operations. Represent the Circuit Executive in a wide variety of circumstances, including meetings and events with internal and external constituencies.

- Oversee daily operations of the office and guide processes to define new operational strategies, programs, and/or revisions to existing policies.

- Build and develop relationships with all employees for increased efficiency and effective responsiveness into existing operations.

- Assist with the preparation and dissemination of communications. Review, collaborate, and draft internal and external communications.

- Prepare materials for meetings, document decisions made during meetings, and follow-up on action items.

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**About the Court**

The United States Court of Appeals for the Sixth Circuit is one of 12 regional federal courts. Circuit courts hear appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

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**About Cincinnati**

The Cincinnati region is booming! Located on the banks of the Ohio River, we have old city charm with 21st Century vision. We enjoy a diverse and energetic population who are transforming the area into one of the top places to live in the country. Explore our remarkable city at [www.cincinnatichamber.com](http://www.cincinnatichamber.com) and check out our awards at [www.cincyusa.com](http://www.cincyusa.com).
Qualifications

Required: Bachelor’s degree in business or public administration, or related field. Seven years in a business or executive management role. Proven experience with executive-level advising, interdepartmental collaboration, and organizing and directing multiple teams and departments. Demonstrated experience in a project coordination role. Strong project reporting skills, with focus on inter-department communication. Strategic thinker, data-driven, and analytical. Experience planning and leading strategic initiatives. Ability to develop creative solutions. Experience with budget management. Extremely versatile, dedicated to efficient productivity. Excels at building relationships and networks. Strong written and verbal communication skills. Knowledge of MS Office products, and other related software applications. Travel is required.

Preferred: Master’s degree in public or business administration or similar field. Related experience in a court, government agency, or equivalent environment. Experience with data analysis.

Total Rewards and Work/Life Balance

The Sixth Circuit offers a forward-thinking work environment with a team of dedicated professionals.

Compensation: $105,455 – $170,800 (CL 31) (*Salary commensurate with qualifications)

Benefits: Employer subsidized health and life insurance plans. Dental, vision, flexible spending accounts, long-term care plans available. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site gym. Federal retirement entails a employer sponsored pension plan (FERS-FRAE) and a retirement contribution plan with employer match (TSP). Retirees carry insurance plans into retirement while paying the same premiums as employees.

Work/Life: Time off - 13 vacation days, 13 sick leave days, and 10 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years.

How to Apply

Please submit a single PDF application packet that includes 1) a cover letter detailing your qualifications and experience performing the representative duties, and 2) current resume to Director of Human Resources at: ca06-humanresources@ca6.uscourts.gov. To ensure consideration, applications must be received by May 1, 2020.

If selected for an interview, tentative interview dates include: week of May 4, 2020. Video conference interviews available.

Conditions of Employment

Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Travel for this position is required. Selectees are subject to a background investigation and fingerprinting and are provisionally hired pending results of the background investigation. This position is subject to updated background investigations every five years. Employees are required to adhere to the Judicial Code of Conduct for Judicial Employees. Employees are required to use Electronic Fund Transfer for payroll direct deposit. For citizenship requirements, visit www.uscourts.gov/careers.

The Court of Appeals is an Equal Opportunity Employer and values diversity in the workplace.