



The Superior Court of California, County of San Bernardino is currently seeking all interested and qualified applicants for the position of

DIRECTOR OF OPERATIONS

SALARY: \$140,528.70 – \$179,353.72

This recruitment is scheduled to close on **Sunday, August 23, 2026**. The first review of applications and resumes will take place on **Monday, August 10, 2026**, and may result in the early closing of this recruitment.

THE POSITION

The Superior Court of California, County of San Bernardino, is seeking a dedicated **Director of Operations** who provides senior-level leadership and oversight for a wide range of court operations and support services, ensuring the efficient, effective, and compliant delivery of court programs. As a member of the Operations Director Team, the Director of Operations serves as a key operational leader within the organization. In collaboration with fellow directors and executive leadership, the Director of Operations develops and implements strategic initiatives aligned with the Court's mission, vision, and long-term goals. This role drives operational excellence, promotes innovation and continuous improvement, ensures compliance with applicable laws and regulations, and fosters a culture of professional development, accountability, and high-quality public service.

THE IDEAL CANDIDATE

The ideal candidate has exceptional leadership, operational, and relationship-management skills, as well as extensive court operations experience, including a thorough understanding of criminal case processing, courtroom operations, judicial procedures, and collaboration with justice system partners.

This individual will have extensive experience planning, directing, and evaluating large-scale operational and administrative programs, ensuring compliance with applicable laws, regulations, policies, and court rules. They will analyze complex operational challenges, implement effective solutions, and make sound decisions in high-pressure, sensitive situations while maintaining the highest level of confidentiality and professionalism.

KEY RESPONSIBILITIES

- Provide strategic leadership and oversight of court operations, administrative services, and assigned functional areas to ensure efficient and effective service delivery.
- Develop and implement operational strategies, policies, and initiatives that support the Court's mission, strategic goals, and commitment to access to justice.
- Lead and mentor a team of operational leaders, fostering accountability, collaboration, professional development, and high performance.
- Drive continuous improvement efforts by optimizing business processes, enhancing caseload management, and implementing innovative operational solutions.
- Collaborate with judicial officers, executive leadership, and external stakeholders to address complex challenges, ensure regulatory compliance, and advance organizational priorities.

QUALIFICATIONS

Option 1

- Three (3) years of progressively responsible experience managing court support functions and/or operations with the San Bernardino Superior Court. Managing is defined as having responsibility for planning, organizing, implementing, leading and administering the work of a functional area, district or division, or program - AND - at least seven (7) years of progressively responsible experience in a court, Judicial Branch, or legal environment, and at least four (4) years of which were at a management level.

Option 2

- Graduation from an accredited four (4) year college or university with a major in management, business, public, court or judicial administration, or closely related field - AND - at least seven (7) years of progressively responsible experience in a court, Judicial Branch, or legal environment, and at least four (4) years of which were at a management level. Managing is defined as having responsibility for planning, organizing, implementing, leading and administering the work of a functional area, district or division, or program.

OUR COMMUNITY

SAN BERNARDINO SUPERIOR COURT

The San Bernardino Superior Court serves the largest geographic county in the contiguous United States, reaching south of the San Bernardino Mountains to the Nevada border and the Colorado River, encompassing 24 cities and 104 unincorporated communities and a population of 2,225,586.

The Court remains committed to upholding its standards of excellence and pursuing innovative solutions to sustain its mission and goals, thereby continuing to deliver on equity in access to justice in both the short and long term.



INLAND EMPIRE

The Inland Empire can embody a new California Dream – one where the opportunity for a better life is very much within reach. That is why more than 120 people a day are moving to the IE. It is a place where poverty levels are falling, income levels are rising, education is improving, and the communities are becoming increasingly diverse. San Bernardino is, now more than ever, a city of opportunity. As the City rests in the heart of inland Southern California, it offers affordable housing, a pathways-focused public education system, an innovative Cal-State university, low-cost of doing business, a large labor force, and a multifaceted transportation hub. Opportunities for first-time home buyers, entrepreneurs, investors, and employers are vast; one only needs to see the potential. The Inland Empire ranks as the 12 largest Metropolitan Statistical Area in the United States, ahead of San Diego, San Francisco, Denver, Seattle, and Tampa Bay, and continues to outpace the rest of California in growth.

MISSION STATEMENT

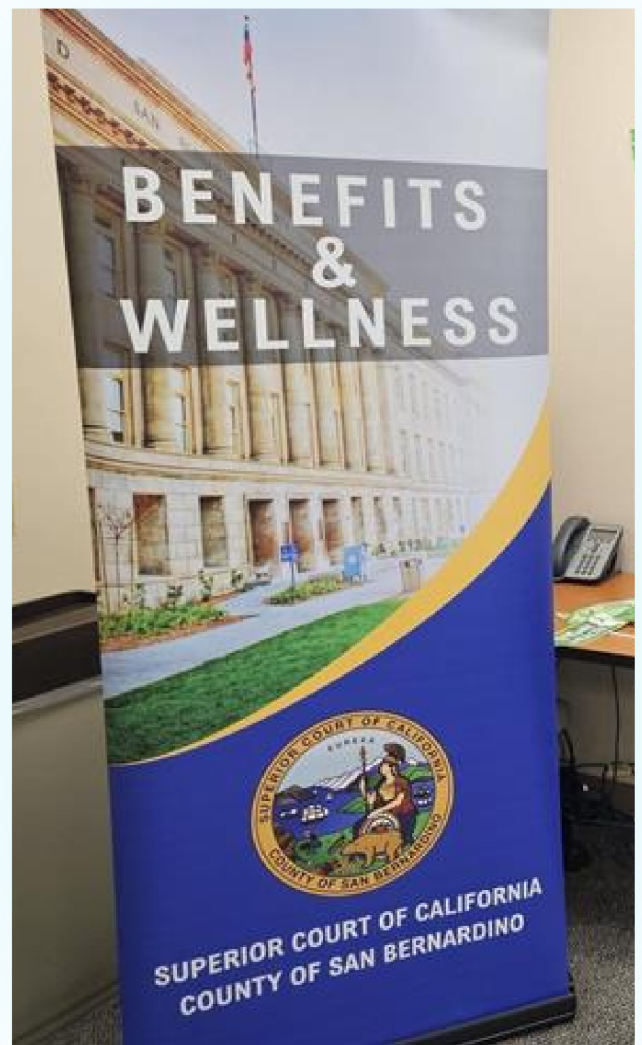
“Our court exists to preserve and protect rights and to effect fair resolutions of disputes through consistent, impartial, and accessible administration of justice.”



COMPENSATION & BENEFITS

The salary range for a **Director of Operations** is **\$140,528.70 - \$179,353.72** biweekly plus benefits. Placement within this range is dependent on experience and qualifications. The Superior Court of San Bernardino also offers an excellent benefits package, including:

- Paid Holidays
- Vacation
- Sick Leave
- Health, Dental, Vision Insurance
- Life Insurance
- SBCERA
- Flexible Spending Account (FSA) Dependent Care Assistance Plan (DCAP)
- Flexible Spending Account (FSA) HealthCare Plan (HC) Expenses
- Salary Savings Plans 401k and 457(b)
- Employee Assistance Program (EAP)
- Health & Fitness Club Reimbursement
- Tuition Reimbursement & Membership Dues



EMPLOYER OF CHOICE

SBSC is proud to receive Bronze recognition for the **TIME FOR YOU** wellness campaign from the **American Heart Association®** (AHA) - Well-being Works Better™ 2024 Scoreboard for our commitment to employee health and well-being. This achievement aligns with our strategic goal of becoming an "Employer of Choice." We remain dedicated to fostering a supportive and healthy workplace.

At the San Bernardino Superior Court, our culture is built on collaboration, integrity, and service to the community. We believe that when our people thrive, our mission thrives.

When you join our Court, you join a community of dedicated professionals who take pride in their work and support one another. We invite you to be part of an organization where your skills matter, your growth is encouraged, and your work has real impact.



TIME FOR YOU



COURT WELLNESS MISSION STATEMENT

"Our mission is to empower employees and judicial officers by providing accessible tools, resources, and supportive programs to foster a culture of wellness."

APPLICATION & SELECTION PROCESS

This recruitment will remain open until sufficient applications have been received and may close prior to the deadline without prior notice. The first review of applications and resumes will occur on **Monday, August 10, 2026**. To be considered, please submit an ***application and resume*** to: **www.sb-court.org/careers**.

Applications will be screened based on the criteria outlined in the job description. Candidates with the most relevant qualifications will be invited to participate in the selection process. Extensive reference and background checks will be completed on the selected candidates.

San Bernardino Superior Court is an Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) compliant employer that is committed to providing equal employment opportunity to all employees and applicants. Facilitated through the Human Resources Department, the Court adheres to a policy of equal opportunity for all in employment, training, promotion, retention, and benefits, consistent with federal and state regulations and Court policies, to positively impact Court employees' quality of work life and customer service provided to the general public.

APPLY NOW

Human Resources Department

Phone: 909-521-3700

Fax: 909-521-3644

Email: careers@sb-court.org

WWW.SB-COURT.ORG/CAREERS

