

LINN COUNTY CLASSIFICATION

TITLE: JUVENILE DETENTION MANAGER

NUMBER: 614

APPROVAL ORDER NUMBER: 2018-254

PAY RANGE: 20

DATE: JULY 31, 2018

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: To plan, organize and supervise the activities, programs and care of juvenile offenders detained in Linn and Benton Counties 20-bed detention facility and perform a variety of professional and administrative duties covering all aspects of the detention facility operations.

SUPERVISION RECEIVED: Works under the general supervision of the Juvenile Department Director who assigns work, establishes goals and reviews results for effectiveness through the analysis of performance, reports and conferences.

SUPERVISION EXERCISED: Exercises full supervision over employees in the detention facility; participates in selecting new personnel, provides for training, evaluates performance, responds to grievances and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Direct, organize and supervise the activities, programs and care of juvenile offenders in the detention facility. Prepare annual budget for the detention facility in conjunction with Juvenile Department Director and Administrative Assistant, approve all purchases, monitor revenue, accounts receivable and receipt of contracts.
2. Prepare and update program policies for detention facility; confer with Benton County on policies and procedures as they affect the youth from that county, confer with other counties on the status of juveniles from their county, confer with Juvenile Department Director on program policy. Answer inquiries of public involving policy decisions; confer with probation officers on individual problems of juveniles in the facility.
3. Responsible for addressing and monitoring all health, safety and security issues that relate to staff, juvenile offenders and/or the facility. Coordinate facility safety inspections as required. Respond to emergency situations and interact to diffuse aggressive situations; restrain combative clients when necessary.
4. Review all Critical Incident Reports submitted by all shifts; provide for the maintenance of records necessary to the operation of the detention facility. Provide for the maintenance of the detention facility; contact maintenance personnel to repair problem areas.
5. Implement evidence-based programming and current best practices in management of a Juvenile Detention Center. Assign Prison Rape Elimination Act (PREA) Roles.

6. Coordinate education program services with the Juvenile Detention Education Program (JDEP) administered through the Oregon Department of Education (ODE).
7. Provide tours for probation clients and local colleges; address the public regarding the detention facility.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classifications.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of corrections techniques and practices related to behavior in a juvenile detention setting; considerable knowledge of principles and practices of group management in juvenile offender supervision; knowledge of routine physical plant maintenance; ability to command respect and maintain discipline among juvenile offenders detained in the detention facility. Knowledge of juvenile court process and practices and the ability to interpret them to the public and other employees; ability to supervise employees and to promote effective working relationships with other agencies and the public; ability to review and evaluate performance of employees and address employee issues.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from an accredited four (4) year college with major course work in corrections plus four (4) years of increasingly responsible experience in juvenile justice/detention dealing with juveniles, preferably including one (1) year in management of a detention or a group home facility or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL REQUIRMENTS: Must obtain certification through Oregon Juvenile Department Directors Association as Detention Worker within the first twelve (12) months of employment. Must possess, or be able to obtain, within 30 days of hire, a valid Class C Oregon Driver's License and an acceptable driving record. (This requirement may be modified under exceptional circumstances).

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in a detention facility environment and is essentially sedentary in nature. The work requirements

include the ability to see, talk and hear, sit and stand; walk, use hands to finger, handle or operate objects, tools or controls; to reach with hands and arms and to move or lift thirty (30) pounds. Some work assignments directly involve the safety and security of the detention facility and may require physically restraining angry and hostile juveniles.