

LINN COUNTY CLASSIFICATION

TITLE: JUVENILE DEPARTMENT DIRECTOR

NUMBER: 628

APPROVAL ORDER NUMBER: 2017-147

PAY RANGE: 26

DATE: MAY 23, 2017

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plans, directs, coordinates and manages the activities of the Juvenile Department and the Linn-Benton Juvenile Detention Center. Confers with the Linn County Board of Commissioners, Juvenile Court Judge concerning department policies, goals and operations; evaluates the effectiveness and efficiency of existing department programs and operations, revising as necessary to meet established goals; and monitoring the work of all subordinate staff and preparing and monitoring budgetary expenditures.

SUPERVISION RECEIVED: Works under the general direction of the Board of Commissioners which provides administrative direction and reviews work for program effectiveness.

SUPERVISION EXERCISED: Exercises supervision over assigned Juvenile Probation Officers, clerical staff and detention staff; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following typical duties to be considered for and remain in this position. The duties are essential functions requiring 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 and monitor the work and performance of the Juvenile Probation Officer staff and clerical staff guiding them through problems and procedures relating to the processing and quality of department work. Develops plans and procedures for the administration of the department's programs for supervision and rehabilitation of maladjusted and delinquent minors. Direct and monitor all aspects of juvenile community services activities.
2. Direct and monitor all aspects involved with the operation of the twenty (20) bed detention facility to include the work and performance of the staff.
3. Consult regularly with personnel from other agencies, such as the District Attorney's Office, law enforcement agencies, Courts, Oregon Youth Authority, Services to Children and Families, Local Public Safety Coordinating Council, etc., for case and detention facility management. Resolve case management and detention problems as required by the Judge or Juvenile Probation Officers.
4. Confer as needed or requested with community leaders or groups to discuss Juvenile Department policies, activities and programs. Speak before service groups and school groups. Receive and respond to public questions and input.

5. Develop department policy and procedures. Prepare budgets for the Juvenile Department and monitor budgetary expenditures within the established guidelines. Recruit, train, evaluate and terminate personnel.
6. Develop and maintain effective, harmonious and reasonable work relationships with others.
7. 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 classification.

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

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of casework principles, dynamics of human relationships, family dynamics, normal and abnormal development and behavior, and interviewing techniques. Thorough knowledge of the Oregon Juvenile Code and Federal and State laws pertaining to the detainment of juveniles within a detention center. Thorough knowledge of the forms and devices used in ascertaining intelligence, personality or other related aptitudes and traits. Thorough knowledge of supervisory techniques including personnel administration, performance evaluations, discipline and working with labor agreements and personnel policies. Knowledge of computer operation and input.

Skill in working with people, including clients and their families, and agency people in order to determine dynamics of the cases. Skill to coordinate services for youth and their families among various resources. Skill to understand process, both in the context of the Court and in relation to human dynamics. Ability to exercise good judgement. Ability to assign and supervise the work of subordinate personnel. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain harmonious working relationships with superiors, subordinates, other agency officials and the general public. Ability to prepare a budget and monitor budgetary expenditures within established guidelines.

EXPERIENCE, EDUCATION AND TRAINING: Five years of progressively responsible experience in corrections, preferably in the juvenile justice system, which includes two years of experience in a supervisory capacity. Graduation from a four-year college or university with a Bachelor's Degree in Sociology, Psychology, Counseling or related field with a Master's Degree in Administration, Counseling, Psychology, Sociology or related

field; any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment and is essentially sedentary in nature. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; reach with hands and arms and lift or move thirty (30) pounds. Some work assignments involve the safety and security of the juvenile and detention facilities and may require physically restraining angry and hostile juveniles.