

WASHINGTON COUNTY

Job Description

JOB TITLE: Director

Exempt (Y/N): Yes

DEPARTMENT: Regional Juvenile Detention Center

DATE REVISED: June 2016

SUPERVISOR: Chief of Staff

SUMMARY:

The Regional Juvenile Detention Center Director is under the general supervision of the Chief of Staff and ultimately of the County Judge. The Director holds the senior command position and serves as the Department Head for the Washington County Juvenile Detention Center. The Director is distinguished from the Assistant Director in that the Director, in addition to performing the full range of responsibilities and duties of the Assistant Director, is also responsible for the supervision of personnel and the administrative duties for the assigned department including coordination and purchasing of equipment, staffing and interviewing of potential personnel and management of the division budget. Under the general direction of the County Chief of Staff, the incumbent is responsible for the overall management of the Regional Juvenile Detention Center. The Regional Juvenile Detention Director is responsible for the efficient and effective operation of the Center and to coordinate the work of the division. Manages and provides direction to the staff, coordinates and directs job activities of all staff to ensure adherence to Arkansas Juvenile Standards, Policies/Procedures, goals and expectations. The Director is responsible for the Regional Juvenile Detention Center's budget, compliance with grant requirements, developing/monitoring policies and procedures, and monitoring of residents. The incumbent is responsible for the development of services, quality of services, and types of services provided by the Center. This position is responsible for promoting youth and staff quality of life in all facets of assigned operational and programmatic activities as well as provide for the safety, security and wellbeing of employees, residents and visitors within the secure facility.

The incumbent is responsible for exercising an in-depth knowledge of Juvenile law supervision and administration. The incumbent relies on past experience and training to supervise personnel and residents in the County Regional Juvenile Detention facility. Prepare special reports and give community presentations. This position must meet all commission standards and training requirements, including but not limited to; Juvenile Standards and must meet all training and experience requirements for the position of Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provide direction and supervision for the Regional Juvenile Detention Center. Directly supervise the Social Worker, Executive Assistant, and Assistant Director. Generally supervise the Staff Development Supervisor, Youth Development Specialist Supervisor, Youth Development Supervisors, Juvenile Caseworkers, and part-time Administrative Assistant under their command as well as any assigned personnel.

2. Monitors work schedules of all subordinate staff; employee evaluation; initiates corrective actions (where necessary) proportionate to non-compliance and or performance issues and mediate disputes that promote reconciliation, professional growth and development.
3. Assist in direct supervision on the housing units and other program areas, including youth escort and movement.
4. Participates in management meetings to promote accountability of required conditions of confinement youth scheduling, record keeping/documentation, pod/room inspections, fire drills, etc.
5. Provides critical analysis of unit activities related to incidents, youth rule violation, youth grievances, and use of behavior management continuum, etc. and to identify trends and characteristics and to make adjustments where appropriate.
6. Maintain/Oversee paperwork and/or routine maintenance required of the vehicle and related equipment used in the vehicle.
7. Maintain/Oversee Regional Juvenile Detention Center's equipment/inventory and premises, and make arrangements for necessary repairs.
8. Prepare special reports, conduct Center's inspections, and testify in court on Center's matters.
9. Assist in budget preparation, planning, writing policies and procedures.
10. Ensure that all contacts with the Regional Juvenile Detention Center are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact.
11. Ensure that the rights and safety of residents are not violated and that they receive the basic requirements as required by law.
12. Receive advanced training in the areas of Juvenile Law, and Juvenile Detention operations.
13. Receive advanced training in the use of self-defense and physical constraint procedures.
14. Keep current on County policies and procedures and Federal and state laws to ensure that the County is in compliance at all times. Serve as advisor to staff by being available 24 hours per day, seven days per week through the use of a cell phone. Provide assistance to staff members and respond to emergency situations, as necessary.
15. Prepare/Oversee purchase order requests and process travel payments and training expense reimbursements. Receive and post all invoices and expenses to the computerized record

keeping system for the various funds the Center operates under. Code invoices and statements for payment and deliver to the Comptroller's Office.

16. Receipt/Oversee resident's personal cash and issue the resident a check for that cash. Deposit cash into the Center's checking account. Maintain transactions and enter into computerized record keeping system.
17. Monitor individual resident's schedules to assure that they leave and arrive on time for all appointments outside the Center.
18. Monitor individual resident's behavior through direct observation and the reading of various reports in order to anticipate potential problems. Provide guidance to staff regarding resident's behavior.
19. Monitor individual resident's court-hearing dates to ensure compliance with the Arkansas Juvenile Code.
20. Investigate complaints of the residents regarding staff behavior or facility policy and procedures, as received through the resident's grievance form, and take appropriate action.
21. Respond to requests from other agencies.
22. Complete memorandums and letters to various governmental or other agencies.
23. Complete and provide monthly statistical reporting to the Division of Youth Services, County Judge, Chief of Staff and Quorum Court officials.
24. Complete length-of-stay date and bill appropriate agencies. Monitor per-diem payments from other counties and follow-up on accounts that are delinquent.
25. Ensure the Center's compliance with all grant requirements. Prepare and submit reports to granting agencies.
26. Oversee National School Lunch/Breakfast Program, monthly reporting and reimbursement results. Ensure delivery of food to the facility.
27. Review all Incident Reports and respond, as needed. Review, investigate and complete detailed report for all attempted or actual escapes.
28. Review all grievances and determine appropriate action.
29. Review and determine appropriate action for Resident's Special Request.

30. Communicate, either verbally or in writing, with law enforcement officers, court officials, human service workers, county officials, citizens, state officials, and parents/guardians about problems or situations involving the Regional Juvenile Detention Center and specific residents within the Center.
31. Prepare and submit the annual operating budget for the Center, which includes operating budgets for grants that the Center may be involved with. Request that certain revenues be recognized for the Center's budget.
32. Appear before various Quorum Court Committees to explain the Center's budget or grant funds.
33. Develop and revise policies and procedures, monitor current policies and procedures for staff compliance and ensure that the Center is operated in an appropriate manner regarding the rules and regulations of state and federal agencies.
34. Complete various special reports, including an all-annual report submitted to the County Judge.
35. Submit various applications for grants/special funding to the County Chief of Staff and Grants Coordinator (when applicable).
36. Receive training and review various articles or writings concerned with juvenile detention or management in order to stay current on all laws, policies, rules, etc.
37. Meet with various state agency representatives to learn about the availability of grants, changes in law, and changes in reporting procedures.
38. Meet with various agency representatives to explore new innovative best practices in the Juvenile Justice System.
39. Provide Center activities and information to various civic groups and provide specific information to the Quorum Court and its committees.
40. Ensure residents have a structured activity time (calendar to be prepared).
41. Leads by example and establishes an environment that promotes professionalism.

SUPERVISORY RESPONSIBILITIES:

Directly supervises twenty-two (22) employees as well as volunteers/interns. Acts as Principal in the Education Department overseeing three (3) full time teachers (Employees of Fayetteville Public School System) as according to the MOU with the Department of Education. Carries out supervisory responsibilities in accordance with the County’s policies and applicable laws. Responsibilities include, but are not limited to; interviewing, hiring, and training employees; planning assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Oversee staff training for compliance with juvenile detention standards.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

Budget Responsibility:	\$1,400,000
Equipment and Property:	\$2,000,000

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The incumbent shall have a degree from a four (4) year college and five (5) years previous experience in adolescent behavior management, juvenile detention laws/procedures, accounting concepts, grant management, federal and state regulations, and County policies and regulations.

OTHER SKILLS and ABILITIES:

The incumbent must possess excellent judgment, management, and supervisory skills. Also, the incumbent is required regularly to use a calculator, two-way radio, fax machine, and computer. The incumbent must possess good communication and human relations skills as there is extensive contact within and outside the County, often under adverse conditions. The incumbent must be able to perform all the following as well as supervise others in the following: must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others. Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a calculator, PC computer, fax, copy machine, and typewriter and various other security equipment. Must possess a valid Arkansas Driver’s License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; drive vehicle; use hands to finger, handle, or feel objects, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 100 pounds. Must have visual and hearing acuity to fully observe the behaviors and interaction of residents and other persons within the facility or during official travel and activities, and to effectively receive and transmit communications by two-way radios and telephones. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, and vibration.

The noise level in the work environment is usually moderate to loud.