

BANNOCK COUNTY **CLASS SPECIFICATION**

JUVENILE DETENTION CENTER DIRECTOR

Department: Juvenile Detention
FLSA Designation: Exempt

Pay Grade: 16
Effective Date: 10/04, 2/08, 8/09

Purpose of Class

Oversees operations of the regional Juvenile Detention Center; supervises staff and performs work related to the administration of and compliance with federal, state, and County juvenile detention statutes, codes, and ordinances; performs related work as required.

Primary Function

The primary function of this position is to administer the operations of the regional Juvenile Detention Center to ensure the safety and security of the facility and community and compliance with all federal, state, and County mandates. Supervisory duties include budgeting, personnel management, day-to-day operational supervision, and implementation of policies and procedures. The position is supervised by the County Juvenile Detention Board of Directors and County Commission with considerable latitude granted for independent judgment and initiative but work is subject to stringent federal, state, and County legal guidelines. Supervision is exercised over subordinate staff involved in the Detention Center operation. The principal duties of this class are performed in a public building environment.

Essential Duties and Responsibilities

- Administers and supervises operations of the regional Juvenile Detention facility, ensuring the safety and security of the facility, inmates, staff, and the community;
- Administers operations of the facility to ensure compliance with governing federal, state, County, and other applicable laws, statutes, codes, ordinances, guidelines, standards, objectives, and policies and procedures;
- Recruits, hires, trains, supervises, and evaluates employees;
- Administers and monitors employee scheduling to ensure compliance with mandatory staff levels;
- Establishes and implements Department programs, goals, priorities, and objectives;
- Determines and implements policies and procedures;
- Administers maintenance and preparation of facility records, logs, activity reports, databases, and documentation, including preparing and delivering reports;
- Coordinates facility operations and administers contracts with other County, school, community, court, and law enforcement agencies;
- Coordinates facility's mandated inspections;
- Prepares and administers annual budget;
- Administers records and billings to other agencies using the facility services under contract;

- Maintains and updates the Department policies and procedures manual;
- Responds to and resolves inquiries, requests for information, and complaints from parents and/or guardians, inmates, the public, and the community;
- Represents the Department on various County, local, community, and regional boards, agencies, and interest groups;
- Researches, recommends, and authorizes purchase of equipment, furniture, and supplies;
- Monitors operations and maintenance of facility security system, including keys, locks, doors, security cameras, and related systems;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- On call after regular work hours to respond to emergency situations;
- Participates in daily operations and performs duties of subordinates, as needed;
- Performs training and certification functions;
- Position requires frequent travel, including overnight;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Principles, procedures, techniques, equipment, and objectives of juvenile detention;
- Federal, state, County, and other applicable laws, codes, ordinances, guidelines, and standards governing juvenile detention, safety, and security;
- Criminal court and probation and parole operations, procedures, and objectives, as applied to juvenile defendants;
- Department policies and procedures;
- Supervisory, evaluation, and employee training procedures, techniques, and objectives;
- Operation of standard office equipment, a personal computer, and job-related and specialized program applications;
- Municipal budgeting procedures and techniques;
- Current office management and administration techniques and procedures;
- Contract negotiation and administration;
- Interpersonal relations and communication, conflict mediation, negotiation, and incident de-escalation and resolution methods and techniques.

Ability to:

- Interpret and implement legal mandates and standards governing juvenile detention and incarceration;
- Supervise, train, and evaluate employees;
- Implement and monitor an annual budget;
- Negotiate and administer contracts;
- Prepare oral and written reports and maintain records, logs, reports, and documents;
- Operate standard office equipment, including a personal computer using program applications and specialized applications appropriate to assigned duties;

- Follow oral and written instructions;
- Operate electronic monitoring and security equipment;
- Communicate effectively and establish and maintain working relationships with other employees, subordinates, inmates, the public, and other interested and affected parties, including in difficult and sometimes adversarial circumstances.

Acceptable Experience and Training

- Bachelors degree in social science, law enforcement, public administration, or a related field is required and a masters degree is preferred;
- Three (3) years experience in operations of a detention center is required and five (5) years is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho POST certification is preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate with others in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and written and text documents;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and operate specialized security equipment;
- Sufficient personal mobility, flexibility, agility, reflexes, and physical strength, with or without reasonable accommodation, which permits the employee to sit, stand, and walk for long periods of time, respond physically to restrain inmates, and work in a detention environment.