



CLASSIFICATION NO. 204  
Revised: 1/93  
Archived: 3/04  
Reactivated and Revised: 9/15  
FLSA: Exempt  
EEO: 1

## **ASSISTANT JUVENILE DEPARTMENT DIRECTOR**

### **CLASS CHARACTERISTICS**

Under administrative direction, to assist in the planning, organizing, directing and managing of Juvenile Department activities; to oversee daily operations within the department; to assist in coordinating assigned activities with other County departments and outside agencies; to act on behalf of the Juvenile Services Director as needed; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Juvenile Department provides prevention and early intervention services to at-risk youth, as well as case management for youth who have been referred to the department for delinquent behavior.

The Assistant Juvenile Department Director is responsible for the day to day oversight and management of the Juvenile Department. The incumbent provides direction and makes decisions on behalf of the organization regarding the means for executing assignments.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Oversees the activities, programs and services of the Juvenile Department; develops and implements department policies, procedures, programs, performance goals and objectives in adherence with the department's mission, values and guiding principles; assists director in strategic and long-range planning processes.
2. Hires and supervises management, professional and paraprofessional staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
3. Directs, oversees and participates in the development and monitoring of contracts and grants; develops, implements, monitors and evaluates programs/projects, workflow/methods and work products in accordance with County and department policies and procedures; monitors and ensures programs, projects and contracted services are in compliance with applicable regulations; interprets and clarifies regulations.
4. Participates in the development and administration of the department budget related to area(s) of responsibility; forecasts and monitors resources needed for staffing, equipment, materials and supplies; monitors expenditures and recommends adjustments.

5. Responds to and resolves complaints and inquiries from parents, citizens, and other agencies.
6. Provides direction and assistance to management staff regarding technical, procedural and policy issues; reviews statutory interpretations and utilization of resources.
7. Researches and analyzes pertinent Federal, State and local laws and regulations to determine impact on department programs and services; oversees and ensures department compliance.

### **REQUIRED KNOWLEDGE AND SKILLS**

Comprehensive knowledge of: Oregon Juvenile Code, including juvenile court processes and procedures.

Thorough knowledge of: Federal, State and local policies, laws, and regulations related to the juvenile justice system; operations and activities of juvenile services program areas; juvenile behavior problems and best practice intervention methods; principles and practices of public administration and personnel management; participative management theories; knowledge of principles and practices of budget preparation and administration; program development, implementation and evaluation practices; administration of contracts, grants and grant reporting methods; risk management; strategic plan development and implementation processes; performance based management.

Skill to: Communicate effectively, both orally and in writing; develop and implement policies and procedures; prepare and administer program budgets and grant funds; direct management staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain collaborative and cooperative working relationships with parents, outside agencies, law enforcement and court personnel, staff and the public; manage a 24 hour holding facility; interpret and apply laws and regulations; train, evaluate and oversee professional and administrative staff.

### **WORKING CONDITIONS**

Occasional interactions with juveniles may involve physical contact and/or exposure to hostile attitudes.

Participation in Defensive Tactics training and its use involve controlled defensive and offensive body movements including standing, twisting, bending, balancing, pushing, swinging, blocking, parrying and striking.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None required.

**PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 5/23