



CLASSIFICATION NO. 206  
Revised: 9/70, 1/93, 9/15  
FLSA: Exempt  
EEO: 1

## **DIRECTOR, JUVENILE DEPARTMENT**

### **CLASS CHARACTERISTICS**

Under policy direction, to plan, develop, direct and manage the activities, programs and operations of the County Juvenile Department; 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 Director, Juvenile Department participates as a member of the County's executive management team and is responsible for fulfilling department objectives as established by the Board of County Commissioners. The incumbent develops and directs the implementation of Department goals, objectives, policies and priorities and provides administrative direction to the Assistant Director, management and professional staff.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Develops and directs the implementation of new and revised policies; establishes goals, standards, objectives and procedures; oversees the preparation of the Department's annual program plans; ensures provision of services is in compliance with Federal and State statutes, rules, and regulations.
2. Participates in regional and state organizations, commissions and task forces to promote and coordinate intergovernmental juvenile justice programs and best practices; represents the County in drafting, introducing, advocating and testifying on legislation related to Department activities; provides training regarding juvenile law and procedure to relevant public safety partners.
3. Administers, develops and directs the preparation of annual and supplemental budgets; presents budget proposals to the County's budget committee and Board of County Commissioners; oversees the monitoring of revenues and expenditures; researches alternative funding sources including preparing, approving and negotiating grant proposals; oversees the preparation of various financial and statistical reports.
4. Promotes and coordinates department activities and programs with other counties, business associations, citizen groups and the public; evaluates and responds to policy and procedural inquiries and complaints from employees, citizens and other government agencies.

5. Hires and directs management, professional and clerical staff to provide quality service to citizens and County staff; prepares performance evaluations; administers progressive discipline; directs staff training and development programs to align with department needs and best practices; promotes cooperative team efforts among management staff and with other County departments.
6. Analyzes and directs the application of Federal, State and local laws, regulations, policies and procedures relevant to department programs and services.
7. Directs Department's legal positions; oversees compliance with County policy and practices; collaborates with Juvenile Court Judge and District Attorney's Office to maintain effective communication and service delivery for youth and families; oversees compliance with union agreements.

### **REQUIRED KNOWLEDGE AND SKILLS**

Comprehensive knowledge of: Principles, methods and techniques of public administration, personnel management and budget/grant administration; participative management theories; principles and practices of organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Thorough knowledge of: Federal, state and local statutes, rules and regulations relevant to juvenile justice administration; federal, state and local resources applicable to aid in the delivery of services;; funding sources and financing methods; federal, state and local government operating methods and procedures; techniques of mediation, negotiation and public relations; principles and techniques of contract preparation, negotiation and administration; performance management; labor relations procedures and collective bargaining practices; federal, state and local laws relevant to the operation and management of a 24 hour holding facility.

Considerable skill to: Communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; formulate and implement operational and administrative policies; plan, develop and evaluate funding requirements; prepare and justify budget requests and grant proposals; review contracts for compliance with County policies and legal requirements; direct 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 effective working relationships with outside agencies, elected officials, County employees and the public; understand, interpret and apply Federal, State and local statutes, rules and regulations relevant to Department policies and procedures; train, direct, evaluate and supervise management, professional and administrative personnel in multi-disciplinary team activities.

### **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 nine (9) 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