



CLASSIFICATION NO. 207

Established: 2/98

Revised: 12/07

FLSA: Exempt

EEO: 2

JUVENILE DEPARTMENT SUPERVISOR

CLASS CHARACTERISTICS

Under direction, to plan, organize and supervise activities, budgets, and staff of the Juvenile Department programs; to perform advanced professional casework consultation in assessing, investigating, counseling, placing and supervising potential, alleged or adjudicated juvenile offenders; and to perform related 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 Juvenile Department Supervisor is an advanced level professional responsible for supervision of staff and resources for Juvenile Department programs. This classification is responsible for planning and managing the work of assigned staff, preparing budgets and grants for department and programs, developing and implementing department policies and procedures, managing and leading caseloads, and acting as representative for the department director on various committees and task forces.

Juvenile Department Supervisor differs from the Juvenile Counselor 2 who manages a caseload, but has no supervisory responsibility. It also differs from the Juvenile Department Director who directs and oversees management of all aspects of the Department.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, coordinates and implements the goals and objectives of a juvenile justice program(s); develops and implements program policies, processes and procedures; ensures systems are in place to effectively monitor program services; directly supervises the work of assigned professional and administrative staff; plans, assigns, and reviews work; provides case consultation for staff; makes hiring recommendations to the Director; prepares performance evaluations; recommends and administers disciplinary action; conducts and/or facilitates staff training and development programs; motivates employees to provide quality service to citizens.
2. Designs, conducts and evaluates research studies relating to departmental goals, objectives and program performance; develops and administers assessment instruments for community risk and client needs; evaluates effectiveness of specific programs and service delivery systems; compiles and analyzes data, prepares proposals and reports to assist in

the evaluation of operations and services and to recommend system improvements; maintains essential records.

3. Participates in development of budgets and grant proposals; manages budget and/or grant funds; monitors and authorizes program expenditures; gathers and compiles data and prepares reports; acts as liaison with grants managers; establishes evaluation standards.
4. Researches, develops, recommends and implements comprehensive standards, policies, procedures and manuals; provides direction to and coordinates with staff on complex technical or procedural issues.
5. Serves as department expert in a specialized, technical area(s); provides technical assistance and professional consultation on difficult or complex issues; assists and advises staff on difficult or complex issues; responds to questions or concerns raised by the public, clients or staff; investigates and resolves complaints; recommends corrective actions as needed.
6. Serves and chairs community and state partner committees as a representative for Department Director and department; speaks before civic groups on Juvenile Department programs and activities; promotes collaborative efforts with community partners; provides information to public and media.
7. Participates as a member of the Juvenile Department management team; participates in department budgeting and planning processes; participates in policy and program decisions with other members of the management team.
8. May assume management responsibilities such as coordination of facility maintenance, equipment, utilities, record systems, sex offender registration, juvenile programs, risk management, and other special projects.
9. Identify, develop, and educate staff about community resources; monitor and evaluate the effectiveness of service delivery; assists in the development of data collection systems.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Criminal law; juvenile law; juvenile court policies and procedures; rules and regulations regarding juvenile detention and probation; behavior and adjustment problems of juvenile offenders and methods of treatment; case management; principles and practices of psychology as they relate to child and adolescent development and family structures; community resources and facilities available for the diagnosis and treatment of the maladjusted child/adolescent; methods and techniques used in individual and family counseling; best practices in the field of juvenile justice interventions and treatment.

Working knowledge of: Principles, practices and techniques of supervision; principles and techniques of budget and grant administration; participative management theories; methods of data generation, data collection; methods and techniques of research and analysis.

Skill to: Plan and manage a juvenile program and assigned staff; effectively develop and utilize available staff, program, and community resources; formulate and evaluate policies, procedures and program requirements and initiate program management decisions independently; direct staff in continuous efforts to improve quality, productivity, and effectiveness; develop creative

strategies to respond to unusual or complex case management problems and situations; communicate clearly and concisely, both orally and in writing; speak effectively before groups of people; assess the needs of juveniles and provide appropriate treatment plans; collect, compile and analyze complex information; analyze and resolve problems; maintain discipline and orderly conduct, including handling unruly juveniles; understand, interpret and apply state laws, rules and regulations and department policies and procedures provide articulate and informative court room presentations and make appropriate recommendations; establish and maintain effective working relationships with law enforcement and court personnel, clients, and their families, coworkers, and the public.

WORKING CONDITIONS

Occasional interactions with juveniles that 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.

May be required to participate in 24 hours/day emergency program services.

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 six (6) 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: 11/16