

POSITION DESCRIPTION

Title: Juvenile Detention Director

Department: Baldwin County Regional Juvenile Detention Center (JDC)

Job Analysis: 10/05, 05/06, 03/08, 11/10, 12/12, 12/14, 09/16, 01/19, 09/21

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: County Commission

Subordinate Staff: Detention Coordinator, Detention Workers I and II, Detention Technicians, and ~~Administrative Support Specialist IV~~ ~~Chief Administrative Assistant~~

Internal Contacts: Baldwin County Commission, Juvenile Court Judge, JPO Officers, County Youth Services Personnel, County Personnel

External Contacts: General Public, Court Personnel, Medical Personnel, Other Law Enforcement Agencies, Alabama Office of Courts, Department of Youth Services (DYS), other Detention Centers, Attorneys, Out of County JPO's and Juvenile Court Judges

Status: Appointed Contract/Exempt (A/E)

Job Summary

The work of the Baldwin County Regional Juvenile Detention Director (JDC Director) is conducted at the JDC. The JDC Director manages the facility and its employees. Oversees preparations for work schedules, assigns duties, and ensures policies and procedures are followed. Trains or ensures that training is conducted in accordance with DYS and Baldwin County Commission standards and evaluates employees. The JDC Director ensures security of the JDC to protect residents, personnel and the public. The Director ensures adequate health care, education, and food services for residents are provided.

Job Domains

A. Licensure

1. Ensure that all DYS and Baldwin County Commission standards are met and maintained.
2. Ensures that the educational standards/regulations are met and maintained.

3. Ensures that the fire and health codes are met and maintained.

B. Supervision

1. Ensures JDC facility is secure and operating properly at all times.
2. Oversees the assigning of work schedules.
3. Direct personnel in the performance of their duties.
4. Ensures policy and procedures are followed.
5. Ensures that training of all employees is conducted.
6. Evaluates performance of employees.
7. Establishes organizational structure to ensure administration's objectives are achieved.
8. Receives and approves all sick, annual leave, etc. or appoints designee to do the same.
9. Supervises education personnel.

C. Filing and Records Management

1. Ensures that all records and inventory are maintained and updated as per standards.
2. Ensures that all receipts and records are filed and maintained appropriately.
3. Receives and maintains various instruments such as legal opinions, lawsuits, etc.
4. Completes national and local surveys.

D. Accounting and Finance

1. Prepares claims for reimbursement.
2. Compiles and processes requisitions, purchase orders and invoices.
3. Prepares budgets and monitors expenditures in conjunction with the Baldwin County Commission and Baldwin County Finance Director.

E. Reports

1. Prepare and submit reports to local and state governments and the juvenile court.
2. Ensures that the Baldwin County Commission and the Baldwin County Juvenile Judge is informed on a regular basis through systematic reporting, e.g. quarterly report.

Knowledge, Skills, and Abilities

1. Verbal skills to address small and large groups to communicate goals, ideas, and factual information to subordinates, general public, press and other contacts.
2. Writing skills to effectively formulate policy and procedures for JDC, take complaints, compose speeches, letters to attorneys and related persons, and organize forms.
3. Reading skills to understand a variety of materials such as law instruction manuals, legislation, etc.
4. Math skills to interpret accounting and financial reports, calculate costs, and prepare budgets.
5. Management skills to plan, organize, direct, and train staff.
6. Human relation skills.

7. Knowledge of modern approved principles, practices and procedures of juvenile detention operation and administration as endorsed by the American Correctional Association, the Alabama Department of Youth Services, and the Baldwin County Commission.
8. Knowledge of emergency medical techniques i.e. CPR and First Aid.
9. Ability to analyze situations and adopt effective course of action based on the DYS and Baldwin County Commission standards.

Minimum Qualifications

1. Bachelor's degree level in a criminal justice, social services or related field.
2. Five (5) years proven successful experience in an administrative position.
3. Five (5) years proven successful experience as the director of a juvenile program.
4. Five (5) years proven administrative experience in/with educational system.
5. Willing to travel for the purpose of professional development.