



## CLASS SPECIFICATION

Class Code: 13700  
Date Est: 05/2003  
Last Rev: 04/2013  
Last Title Chg:  
FLSA: Exempt  
Probation: 12 Months

### DIRECTOR OF JUVENILE SERVICES

#### **DEFINITION**

This is an at-will position, reporting directly to the presiding judge of the Juvenile Delinquency Division of the Second Judicial District Court. The Director is responsible for administration, budget management, and the day to day direction of Juvenile Services including its three divisions: Detention, Court Services, and early Prevention/Early Intervention. The Director oversees a staff of approximately 130 permanent employees and a budget of \$14.2 million.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A Bachelor's degree from an accredited college or university in Behavioral Science or a related field and five years of full-time work experience related to youth and families, including a minimum of three years at a management level that included managing a program with multiple functions. A Master's degree from an accredited college or university in degree may be substituted for one year of management experience.

#### **LICENSE OR CERTIFICATE**

CPR/First Aid certification.

Successful completion of Department approved and mandated training.

If P.O.S.T. certified, must maintain certification.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional staff and support staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, organize, direct, and manage the Detention, Court Services, and Prevention/Early Intervention divisions of the Juvenile Services Department.

Develop cooperatively, with the Committee for Juvenile Services and the Family Court, operational policies and procedures for the administration of the Department.

Plan and direct the work of the professional and support staff.

Supervise the activities and performance of assigned staff, including training, work assignment and review, employee discipline, and performance evaluation.

Prepare, administer, and monitor the annual Department budget.

Oversee and direct the preparation of studies, surveys, and regular and special reports.

Develop, monitor, and update the department strategic plan while improving service delivery and maintaining fiscal responsibility. Monitor planning and law making efforts in Juvenile Justice taking place at the County, Legislative, and State level.

Analyze community conditions affecting juvenile justice activities and develop programs to meet changing needs.

Assess community needs and coordinate resources to enhance existing programs.

Develops programs to create community awareness

Seek, coordinate, and monitor grant funding to enhance department functions.

Represent the department in dealings with local, state, and regional agencies, the media, commissions, committees, boards, community groups, and professional organizations.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Departmental policies and procedures including personnel policies.

Federal, State, and local laws, rules, regulations, and legislation affecting the functions of the Washoe County Juvenile Services Department.

Countywide personnel policies such as sexual harassment, discrimination, ADA, and EEO.

Goals and philosophy of department.

Community and agency resources and service providers.

#### **Ability to:**

Supervise personnel; including training, assigning and reviewing work, administering discipline and conduct performance evaluation.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

#### **Knowledge of:**

Juvenile probation work and related Court procedures, including strategic and collaborative practices working in a community framework.

Detention and shelter care standards, including experience with or knowledge of recognized best practices in juvenile justice, such as the NCJFCJ *Juvenile Delinquency Guidelines* and the Juvenile Detention Alternative Initiative (JDAI) through the Annie E. Casey Foundation.

Federal, state, and local codes, laws, and regulations affecting Juvenile Services.

Principals, practices and techniques of organizational management.

Principals and practices of effective supervision.

**Ability to:**

Plan, organize, and direct juvenile service programs.

Develop and manage complex budgets and track expenditures.

Analyze information, project consequences of proposed actions, and develop appropriate recommendations.

Interpret and apply regulations, policies, and procedures to staff and the public.

Develop and maintain effective working relationships with management, staff, elected officials, stakeholders, community leaders, service organizations, and the general public.

Prepare, clear, concise and accurate records and reports.

Communicate effectively, both verbally and in writing.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*