



## CLASS SPECIFICATION

Class Code: 13702  
Date Est: 05/2018  
Last Rev: 05/2018  
Last Title Chg: 05/2003  
FLSA: exempt  
Probation: 12 months

### DIVISION DIRECTOR JUVENILE SERVICES

#### **DEFINITION**

Under the general direction of the Director of Juvenile Services, is responsible for the overall management and administration of a division of the Juveniles Services Department. Divisions include Detention Services, Prevention and Early Intervention Services, and Probation/Court Services; and performs other relevant work as required.

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

A bachelor's degree from an accredited college or university in one of the behavioral sciences or in a closely related field AND five years of full-time experience managing programs in juvenile justice, case management or community services which includes two years of supervision. A master's degree may substitute for one year of the required experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

Current, valid and active Nevada P.O.S.T. (Peace Officers' Standards and Training) Category I or II.

Certification from Nevada P.O.S.T. is required at the time of application.

Applicants for this classification must meet P.O.S.T. requirements as established in NAC 289.110 and NAC 289.150 in its entirety.

CPR/First Aid certification is required at the time of appointment.

Successful completion of Department approved and mandated training.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional and support staff.

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

Plan, organize and direct the activities of varied program functions.

Interpret County and department policies to division staff, the general public, clients and community organizations.

Review operations and secure compliance with policy and directives.

Consult and advise program management staff on problems concerning personnel, procedures and services; evaluate continuing operations and initiate corrective action as necessary.

Oversee recruitment, hiring and assignment of division personnel according to the needs of the department. Work directly with Human Resources regarding hiring practices and personnel issues: participate in promotion and hiring interviews.

Study and report on anticipated needs and services in the division including new and expanded facilities and design, as well as the more efficient utilization of existing facilities.

Evaluate the overall effectiveness of case management, departmental programs and services and staff training programs.

Supervise the activities and performance of assigned professional and support staff.

Develop, administer and monitor the Division annual budget. Evaluate budgetary needs and participate in budget conferences with the Director.

Prepare, administer, monitor and coordinate alternative funding sources through grant writing and donations.

Address community groups, the media and organizations.

Participate in advisory boards, work/study groups and professional organizations.

Effectively represent the department with committees, boards, community meetings and at legislative and public hearings.

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

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

#### **Knowledge of:**

Washoe County Juvenile Services Department policies and procedures.

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

Computer software specific to the department/division.

Responsibility and authority of Juvenile Services Department.

#### **Ability to:**

Plan, organize and direct the activities of varied program functions to accomplish established goals and optimize efficiency.

Effectively evaluate programs and projects.

Coordinate the utilization of personnel and other resources within the department.

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:**

Principles and practices of program development, implementation and promotion.

Laws and regulations relating to juvenile justice practices.

Modern principles and practices of public administration including budgeting, staffing and organization.

Principles and practices of management and supervision.

Grant development and administration.

**Ability to:**

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Develop budgets and track expenditures.

Prepare clear concise and accurate reports and records.

Develop and implement recommendations regarding work procedures and policies.

Interpret and apply regulations, policies and procedures.

Communicate effectively both orally and in writing.

Resolve complex personnel, fiscal and program issues.

Represent the Juvenile Services Department and maintain and foster effective working relationships with clients, public officials, community representatives, other government agencies, division staff and representatives of other departments.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical abilities and work environment.)*

Required to maintain Basic P.O.S.T. Certificate as Category I/II Peace Officer per NRS/NAC 289 for continued employment in this classification.

Required to complete P.O.S.T. continuing education requirements in accordance with NRS/NAC 289 for continued employment in this classification.

May be required to pass a Physical Agility Test Nevada POST Fitness Standards.

Pass a detailed background investigation.

Pass a Computer Voice Stress Analysis.

Pass a County approved medical examination, including drug screen and psychological examination.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*