



CLASS SPECIFICATION

Class Code: 60018500 (ER)
Date Established: 02/2018
Last Reviewed: 02/2024
Last Revised: 02/2024
Last Title Change:
FLSA: exempt
Probation: 12 months

JUVENILE SERVICES DETENTION MANAGER

DEFINITION

Under general supervision, is responsible for the planning, supervision, coordination, and evaluation of the overall operation of the juvenile detention center which operates 24 hour a day/7 days per week, including the overall care and custody of detained juveniles; and performs other related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in behavioral sciences, criminal justice, human services, social work or a closely related field AND five years of full-time experience working with at-risk youth in a probation, case management, detention or community services capacity which included two years of project management, lead, or supervisory experience; OR an equivalent combination of training and experience.

Must be at least 21 years of age at the time of application.

LICENSE OR CERTIFICATE

Must possess a current and valid Nevada Commission on Peace Officers Standards and Training (POST) Basic Category I or II Certificate at the time of appointment and must maintain POST requirements per NRS/NAC 289 for continued employment in this classification or provide verification of current enrollment in a Nevada POST Basic Category I or II Academy at the time of application.

A valid Class C driver's license is required at the time of appointment and must be maintained for continued employment.

A CPR/First Aid and Blood Borne Pathogens certificate is required at the time of appointment and must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises direct supervision.

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

Manage the operations of the detention center; supervise shift change briefings for the flow of information from shift to shift; ensure that juveniles' rights, basic needs, and safety are met while juveniles are in residence; direct operation in emergency and serious incidents in detention.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Recommend, implement, and assist in development of goals, policies, and procedures to maintain federal and statutory requirements. Ensure department policies and procedures are followed to provide a safe and secure detention facility.

Coordinate program development for youth and detention volunteers to include training.

Complete required facility reports and assessments.

Review and evaluate work methods and procedures and recommend/implement changes in work processes and workflow to ensure efficient and consistent operations between shifts and units and compliance with policies and standards.

Resolve grievances and/or problems that occur with detainees.

Facilitate regularly scheduled detention management and general staff meetings.

Work closely with the Division Director to meet department goals and budget needs to ensure the department goals and funding are being met and are fiscally responsible.

Coordinate building inspections, recommended improvements, and safety issues.

Serve as primary resource for information and interpretation of policies, procedures, and functions of the Detention Facility.

Prepare reports and statistical data on topics such as overtime analysis, authorized staffing, incidents and disciplinary actions.

Ensure that assigned personnel follow proper emergency procedures and perform their duties and responsibilities in a safe and prudent manner to prevent them or others from being exposed to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

County, departmental, and divisional policies, practices, and procedures relevant to the area of assignment.

Laws, rules, and regulations related to the area of assignment.

Principles and practices of developing teams, motivating employees, and managing in a team environment.

Computer software specific to the department.

Ability to:

Effectively supervise, motivate, and develop staff; evaluate the performance of assigned staff and provide feedback in a timely manner.

Prepare budget recommendations based on the needs of the division.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

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

Knowledge of:

Principles and practices of supervision.

Budget preparation and administration.

Principles and practices of project or program management.

State and local laws relating to juvenile justice, child welfare and the court system.

Counseling skills and accepted practices for the guidance and rehabilitation of juveniles.

Intervention strategies to help provide the most appropriate assistance to youth.

Basic principles of group dynamics and individual behavior in juveniles.

Basic safety and security practices.

Principles and techniques of interviewing and recording casework data.

Ability to:

Plan, organize and direct the operations of the Detention Facility.

Read, interpret and apply pertinent laws, statutes, codes and regulations including administrative and departmental policies and procedures.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency and implement changes as necessary to improve operations.

Analyze and evaluate a wide range of information, project consequences of proposed actions, formulate alternative solutions, and make appropriate responses or recommendations.

Effectively manage stressful situations and interact with hostile clients in a calm, professional manner.

Make effective presentations before committees, boards, commissions, and other groups.

Effectively communicate with individuals from diverse socioeconomic, ethnic, and cultural backgrounds.

Establish and maintain effective working relationships with all those contacted in the course of work.

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

Applicants may be required to:

Pass a detailed background investigation.

Pass a Computer Voice Stress Analysis.

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

Employees in this classification must meet Nevada Commission on Peace Officers Standards and Training (POST) requirements per NRS/NAC 289 for continued employment in this classification.

Employees in this classification must maintain POST Category I or II requirements by demonstrating proficiency in Defensive Tactics, OC Spray, weapons retention, and maintaining all other continuing training and education annually.

Successful completion of Defensive Tactics annually for continued employment in this classification.

Successful completion of Department approved and mandated training for continued employment in this classification.

May work outside traditional business hours to include evenings, weekends, and holidays and requires flexible work schedules.

Must submit to a TB test at own expense upon offer of employment.

Employment is contingent upon the successful completion of a background investigation.

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