

COUNTY OF SOLANO

SUPERINTENDENT OF JUVENILE DETENTION FACILITY

Rev. 12/2012

DEFINITION

Plans, organizes and directs the operations of the County Juvenile Detention Facility and the New Foundations Juvenile Treatment Program; serves as a member of the department's management/ supervisory team.

CLASS CHARACTERISTICS

This single position classification describes the functions of the manager of the County Juvenile Detention Facility and the New Foundations Juvenile Treatment Program. The incumbent is expected to manage divisional affairs within policy guidelines and to exercise sound independent judgment in planning, organizing, assigning, administering and evaluating the operations of the Juvenile Detention Facility and the New Foundations Juvenile Treatment Program. This class is distinguished from that of Probation Services Manager in that the latter manages the operations of the Field Services Division. This class is distinguished from Assistant Director of Probation (Chief Deputy Probation Officer) in that the latter generally directs the work of this incumbent.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Director of Probation (Chief Deputy Probation Officer).

Exercises supervision over supervisory, technical, and clerical staff and functional oversight over medical, mental health, food services, welfare and educational services staff from other County departments, agencies and/or contracts.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Plans, organizes and supervises all aspects of institutional operations: develops operational policies and procedures; assures compliance with legal requirements; ensures repair and maintenance of physical plant; ensures proper food services and medical services; plans, develops or directs the development of school and recreation programs; coordinates training programs; coordinates and monitors volunteer services; analyzes and submits budgetary requirements and controls expenditures; may manage construction grants.

Supervises supervisory, technical and clerical staff; interviews and recommends candidates for hire; provides instruction and training; recommends disciplinary actions; evaluates performance and recommends evaluation outcomes; responds to employee issues and concerns.

Provides functional oversight of medical, mental health, food services, welfare, and education services staff from other County departments, agencies and/or contracts; maintains work standards plans, coordinates, assigns and reviews work activities; meets and consults with personnel of the other County departments which provide services to or receive services from the institution.

Confers with Assistant Department Head and/or Department Head and other departments and agencies regarding the formulation of operational policy and procedures, staff evaluations requiring acknowledgment or corrective action, legal requirements, rules and regulations governing the operation of institutions for compliance and/or change, assessment of budget requirements, and the monitoring of budget procedures.

Monitors performance of volunteers and provides liaison with community groups and service providers.

Communicates department policies and objectives for all phases of the day-to-day operations to subordinate supervisors and monitors progress; communicates management information to subordinates and provides staff input to management; responds to union requests and concerns.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Thorough knowledge of formal methods of problem solving, organizational development and change.

Juvenile criminal, sentencing and probation laws and court directives to include those related to Welfare, Institutions, Penal, Youth Offender, Vehicle, Health and Safety, and Mental Health services for juvenile offenders.

Local Civil Service regulations, State laws, County policies, and bargaining unit agreements impacting on the management of juvenile institutions.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Plan, organize, set and meet objectives.

Communicate effectively both verbally and in writing.

Train, supervise, support, develop and evaluate the performance of staff, including volunteers.

Oversee medical, mental health, food services, welfare and educational services staff from other County departments, agencies and/or contracts.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Effectively manage a demanding workload.

Identify and diffuse/resolve emergent and/or violent situations.

Manage and/or participate effectively in varied group situations.

Manage conflict; analyze and assess problems.

Plan organizational change.

Conduct effective meetings.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Four (4) years of experience as a Deputy Probation Officer (Supervising) or Group Counselor (Supervising) or equivalent.

Education/Training:

Bachelor's degree from an accredited college or university, preferably in Sociology, Social Work, Psychology, Criminal Justice or a closely related field.

SPECIAL REQUIREMENTS

Possession of a Class C California driver's license is required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.

Positions allocated to this class may require bilingual skills.

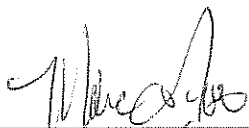
Incumbents of this class have limited Peace Officer powers as delineated in the California Penal Code and must therefore meet training requirements in accordance with Penal Code Section 832.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness.



Marc A. Fox
Director of Human Resources

Established Date: October 1986

Revised Date: February 2005, December 2012

BOS Date: June 30, 2003