

COUNTY OF SOLANO

ASSISTANT SUPERINTENDENT, JUVENILE HALL

Est. 11/02

DEFINITION

Under general direction, assists the Superintendent of Juvenile Hall in the day to day management and administration of the facility, the new Foundation Treatment Program and other special juvenile related programs assigned to the division. Serves as a member of the division and department management team.

DISTINGUISHING CHARACTERISTICS

This is a single class position responsible for the internal day to day operations and assisting with the management of the facility as designated. The incumbent assists and manages operations of the facility including coordination of budget preparation, staff scheduling and training. This class is distinguished from the Superintendent in that the latter has overall responsibility for policy development and management of the facility complex. Further responsibility includes liaison with the Board of Corrections, coordination of medical and mental Health Services and with the Superintendent of Schools and other partners with the Juvenile Hall and New Foundation Program.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans, organizes, manages and evaluates the day to day operation of the juvenile facility and all special assigned programs; assures activities for the division are accomplished within the guidelines established as part of the facility protocol.
2. Confers with supervisory and subordinate staff regarding planning, policies, problems and other management issues; evaluates subordinate staff; makes hiring and disciplinary recommendations. Assists in establishing division policy, procedures, goals and objectives.
3. Assists in the development, formulation and justification of the division's annual budget. Implements the division approved budget and monitors distribution, supplies, payroll and financial management of funds during the year.
4. Determines special reports needed and compiles information from various sources to prepare reports and correspondence of fiscal, administrative, and operational matters. Evaluates and maintains responsibility for the Standards Training and Corrections (STC) program in the division. Reviews status of required training for staff and assures all staff are scheduled and trained to meet the requirements for the established program.

5. Reviews reports of investigations or conducts investigations on grievances and complaints initiated by wards on activity and conditions in the facility. Prepares reports of findings and makes recommendations to corrective actions based on the problems identified.
6. Performs or leads or coordinates special projects such as construction, grants for programs and services as assigned by the superintendent. Reviews changes, modification and updates in law and regulations that may affect the operation of the facility and treatment of the wards therein.
7. Meets and confers with Supervisory Group Counselors on program and policy for the facility. Acts for the Superintendent in his or her absence. Follows up with outside organizations, and partners as directed by the Superintendent. May serve on special committees as assigned on issues related to juvenile hall operations.
8. Performs other related administrative or management duties as assigned.

QUALIFICATION GUIDELINES

Education and/or Experience

Bachelors Degree from an accredited college or university preferably in criminology, social work sociology, public administration or a closely related field.

And

Three years full-time probation work experience as a Group Counselor or Deputy Probation Officer; two years of which must also include supervision of professional level probation personnel in either a probation institution or probation field services office is required.

Knowledge/Abilities

Knowledge of principles and techniques of public personnel and administration, budget administration, fiscal management and organizational effectiveness; laws and regulations governing the care and custody of juveniles delinquents in the state of California; adolescent psychology as it applies to juvenile problems and behavior, sociological group interaction and dynamics; juvenile group and casework techniques and practices.

Ability to plan, organize, manage and administer programs; understand, apply, interpret and explain laws, regulations and policies governing juvenile institution program operations; understand specific program objectives develop and implement operational procedures; identify and analyze administrative problems and implement operational changes; determine the

appropriate course of action in emergency or unusual situations; prepare budgets, funding proposals, narrative and statistical reports; and communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

Possession of or the ability to obtain a valid Class C California driver's license is required.

Completion of Section 832 of the California State Penal Code training is required.

Possession of the American National Red Cross Standard First Aid and Personal Safety certificate is required. Successful completion of training in Cardiopulmonary Resuscitation is required (must obtain within first year of employment).

Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.

SUPPLEMENTAL INFORMATION:

Independent travel is required.

In accordance with Title 15, Division 1 of the California Administrative Code, incumbent is required to successfully complete forty (40) hours of training annually.

Incumbents in 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.

Department Head

Date