



Grays Harbor County Juvenile Court

Job Announcement

DIRECTOR OF DETENTION SERVICES

OPEN: April 15, 2015

SALARY: \$5,284 - \$6,240 DOQ

CLOSE: April 30, 2015

GENERAL DESCRIPTION

The Director of Detention Services is an exempt position which performs professional administrative and supervisory responsibilities in a juvenile detention facility in a judicial district of the Superior Court. The Detention Director is responsible for the safe, secure and orderly functioning of the Juvenile Detention Facility, a secure confinement facility for the housing of juvenile offenders and other youth confined by order of the Court. The Detention Director is responsible for planning, organizing and managing the technical and administrative activities in the detention unit of the Juvenile Department. Maintains professional discipline in the detention division, and assures that detention division employees are properly trained.

ACCOUNTABLE TO

Work is performed under the general supervision of the Juvenile Court Administrator. Operates with appreciable latitude for independent action and decisions commensurate with delegated authority and demonstrated ability.

EXAMPLES OF WORK PERFORMED

1. Develops and evaluates detention policies, procedures and programs.
2. Develops personnel policies and procedures for detention facility staff; evaluates staff performance and takes disciplinary action, when necessary.
3. Resolves personnel problems and conflicts, promoting good working relationships in activities throughout the department and with the public; participates in the handling of grievances.
4. Conducts investigations on serious incidents involving youth, detention programs or staff, and submits reports.
5. Monitors changes in legal requirements and insures compliance; plans, develops, organizes, implements and directs such programs as are required by legislation, judicial orders and rules and administrative policies or such programs proposed from within detention. Is familiar with PREA.

6. Prepares detention division budget; assists Administrator in the submission of the budget to the County Commissioners.
7. Oversees and directs all detention operations, including detention volunteer program, and the JCS computer program; ensures required supplies are available as needed and that all equipment, machinery and the detention facility are in proper working order.
8. Attends conferences, seminars and related meetings to keep abreast of modern juvenile justice methods, techniques and administration. Serves as detention representative to various committees and organizations relating to improvements in the profession, exchanges of information, public relations and public support and other similar activities.
9. Prepares schedules and shift rotations, approves time sheets, overtime and leave requests.
10. Screens, interviews and recommends to Administrator applicants for detention staff.
11. Performs other duties as directed by Administrator.

QUALIFICATIONS:

Graduation from a college or university with a Bachelor's Degree in Public Administration, Corrections, or related field and at least four (4) years experience in Criminal Justice work and facility management or ten (10) years of any combination of education, training and experience in the Juvenile Justice field or Criminal Justice field.

KNOWLEDGE, SKILLS & ABILITIES:

Ability to utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking; thorough knowledge of juvenile care and rehabilitation in an institutional setting; thorough knowledge of laws relating to Juvenile Courts and institutional care, knowledge of the principles of management of a secure residential institution; knowledge of employee supervision; ability to identify and resolve problems; ability to establish effective working relationships with a wide variety of individuals; ability to communicate effectively, orally and in writing; ability to prepare reports, budgets, policies and procedures and the ability to perform all requirements of a Juvenile Detention Officer.

APPLICATION

Applications may be obtained from www.co.grays-harbor.wa.us or Grays Harbor County Management Services, 100 W. Broadway, Suite 33, Montesano, WA. Applications and resumes should be returned to mlewis@co.grays-harbor.wa.us or to Management Services at the address listed. GRAYS HARBOR COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.