



ISLAND COUNTY JOB POSTING

DATE:	JUN 12, 2015
PAA#:	PAA 53/15
POSITION#:	41125713
PAY GRADE#:	NR-13

POSITION TITLE:	JUVENILE DETENTION MANAGER	NON- REPRESENTED
DEPARTMENT:	JUVENILE COURT SERVICES	
SALARY:	BASE: \$4253.00/MO	
HOURS OF WORK:	8:00 A.M. – 4:30 P.M.	
CLOSING DATE:	JULY 3, 2015	

GENERAL STATEMENT:

SEE JOB DESCRIPTION

DESIRED QUALIFICATIONS:

SEE JOB DESCRIPTION

SPECIAL REQUIREMENTS:

SEE JOB DESCRIPTION

Filing of an Application: A completed original Island County Application form is required. A resume submitted in lieu of a completed application will not be processed. Applications are available in the Personnel Office, or on-line.

Applicants are responsible for supplying all information relative to their qualifications for the position.

Equal Employment Opportunity - Island County is an Equal Opportunity Employer and does not discriminate on the basis of political affiliation, age (40 or over), sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification; PROVIDED, that the prohibition against discrimination because of such disability shall not apply if the particular disability prevents the proper performance of the particular worker involved.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Department of Human Resources/Personnel
P.O. Box 5000
Coupeville, WA 98239-5000

ISLAND COUNTY
SUMMARY JOB DESCRIPTION

POSITION: JUVENILE DETENTION MANAGER
POSITION NUMBER: 1410.00
CURRENT EMPLOYEE
ANNUAL HOURS WORKED 2080

1.0 MAJOR FUNCTION AND PURPOSE

- 1.1 Employee in this position is responsible for administering the day to day operation of a twenty-one (21) bed secure detention center in providing care, custody and security for detained youth. Position will ensure implementation of the Center's policies and procedures as well as a variety of alternative correction programs.
- 1.2 Employee will supervise and oversee the work activities of Detention Officers and shift leaders, schedule their work hours, set their work priorities, approve leave, establish and schedule staff training and development.

2.0 SUPERVISION RECEIVED

- 2.1 Employee in this position is given wide latitude to exercise sound judgment and operate independently. Supervision is provided by the Juvenile and Family Court Services Administrator.

3.0 SUPERVISION EXERCISED

- 3.1 Employee in this position provides guidance and direction to all Detention Center staff.
- 3.2 Employee is responsible for the overall supervision of all youth assigned to the Detention Center.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

- 4.1 Employee is responsible for the organization, operation, and control of the Juvenile Detention Center. This includes assuring the safety, security, discipline and well-being of the juveniles in custody. Expected to be accessible to staff at all times either in person, by phone or by pager to provide guidance as required.
- 4.2 Responsible to ensure that professional discipline is adhered to within the Center at all times and that all employees are properly trained and qualified to perform their assigned duties.

- 4.3 Ensure that all established procedures are followed with respect to the receipt, booking, and custody and care of Juveniles under jurisdiction of the Court in accordance with established policies and procedures. Capable of drafting, testing and writing policy. Ability to draw up work schedules that optimizes personnel assets and provides adequate and appropriate coverage for the center.
- 4.4 Be capable of performing all activities of Detention officer classifications as needed.
- 4.5 Responsible for writing performance evaluations, counseling staff and conduct hiring of Detention Center Staff, resolving emerging personnel problems, handling disciplinary actions when required and resolving grievance actions at the lowest level possible. Serve as a collaborator with the management bargaining team in bargaining unit negotiations.
- 4.6 Collect and maintain data and records necessary or required for the operation of the Detention facility; prepare reports for the management team.
- 4.7 Ensure compliance with County, Department and Detention Center policies and procedures; ensure the Center operates and the procedures are in accordance with state and federal regulations.
- 4.8 Schedule and conduct regular staff meetings and encourage staff participation.
- 4.9 Be ready and physically fit and capable of assisting if required in the physical restraint of an assigned youth.
- 4.10 Ability to perform other duties as directed or that might be required.
- 4.11 Ability to remain calm in stressful situations or possible hostile situations.
- 4.12 Attendance is an essential element of this position.

5.0 DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- 5.1 Knowledge and experience in working with youth in an atmosphere away from parental guidance or structured environment such as normal schooling.
- 5.2 Supervisory and management experience in dealing with routine personnel issues in the workplace.
- 5.3 Ability to organize and run meetings and planning sessions by preparing agendas and maintaining focus through effective communication and guidance.

- 5.4 Ability to recognize those responsibilities that can be delegated and those which cannot. Experience in motivating and guiding subordinates in the accomplishment of their assignments.
- 5.5 Ability to communicate effectively both orally and in writing.
- 5.6 Comfortable with the use of computers and ability to learn job specific programs and protocols.
- 5.7 Ability to react to changing circumstances and respond with innovative solutions to arising problems.
- 5.8 Ability to maintain a fair and balanced attitude to situations and circumstances so as to render a just decision or solution in corrective action of problem solving.
- 5.9 Ability to successfully complete the Middle Management Course offered by the Washington State Criminal Justice Training Commissioner within 6 months of hire.

6.0 EDUCATION, EXPERIENCE AND CERTIFICATES

- 6.1 Bachelors degree in Sociology, Psychology, Criminal Justice or related field. A Masters Degree is highly desirable. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to the bachelor's degree.
- 6.2 Five (5) years of experience in Juvenile Justice, which must include two (2) years of related administrative experience with a demonstrated supervisory ability and leadership.
- 6.3 A comprehensive knowledge of the Juvenile Justice system in the State of Washington and general knowledge of American Correctional Association (ACA) standards for juvenile correctional facilities.
- 6.4 Successful completion of a criminal justice background check.
- 6.5 Possess of maintain a valid Washington State Driver's license and maintain throughout employment.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE, AND IS SUBJECT TO CHANGE AS THE NEEDS OF THE EMPLOYER AND THE REQUIREMENTS OF THE JOB CHANGE.

Date

Department Head

Date

Employee