

JUVENILE CORRECTIONAL FACILITY SUPERINTENDENT

Nature of Work: Under general direction, performs supervisory and administrative duties in directing operations of a state youth detention center. Is responsible for all programs involving the proper care, custody and treatment of youth and the safe and efficient operation of the facility. Performs related work as required.

Distinguishing Characteristics: Performs supervisory and administrative duties in directing the operations of a state youth detention center.

Examples of Work

- Directs the overall operation of the center; plans and evaluates services and programs of the center.
- Supervises, coordinates and reviews the work of subordinate personnel; evaluates performance of staff; advises appropriate staff members concerning problems of individual youths and suggests possible solutions.
- Interprets laws, rules and regulations; applies interpretations to specific cases or situations.
- Develops and initiates new procedures to facilitate improved operations and devises means to increase program effectiveness.
- Establishes and maintains effective working relationships with juvenile justice system, public school system and social service officials and agencies.
- Provides supervision and policy/program guidance to managers; meets with managers to discuss procedures, problem cases and program plans; provides interpretation of policy and regulations to facility managers.
- Performs required budgeting, personnel and purchasing activities, prepares necessary operation reports.

Knowledge, Skills and Abilities

- Knowledge of the psychosocial and economic factors in juvenile delinquency.
- Knowledge of the rehabilitation of youthful offenders.
- Knowledge of the federal and state laws relating to juvenile delinquency and youthful offenders.
- Knowledge of the rules and regulations, goals and policies of the agency.
- Ability to plan and supervise the work of professional and support personnel.
- Ability to establish effective working relationships with juvenile justice personnel, public school system and social service officials and agencies.
- Ability to communicate effectively, orally and in writing.

JUVENILE CORRECTIONAL FACILITY SUPERINTENDENT (CONT'D)

Minimum Qualifications

Training: Graduation from an accredited four-year college or university with a bachelor's degree in psychology, sociology, criminal justice, corrections, social work or closely related field.

Substitution: Experience as described below may substitute for the required training on a year-for-year basis.

Experience: Seven years of full-time or equivalent part-time paid professional experience in a juvenile or youthful offender rehabilitation program, one year of which must have been in a supervisory or administrative capacity OR eight years of professional social work experience in a public or private welfare agency.

Substitution: A master's degree in social work, counseling, criminal justice, psychology, sociology, business or public administration, or a closely related field may substitute for one year of the required experience.

Established: 8/19/93
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