

JUVENILE CORRECTIONAL FACILITY DEPUTY SUPERINTENDENT

Nature of Work: Under general direction, assists in the direction, supervision, and organization of a juvenile correctional facility. Assists in all program matters involving the proper care, custody and treatment of youth and the safe and efficient operation of the facility. Supervises staff in maintaining and enforcing disciplinary, safety, security and custodial measures. Directs the management of the facility in the absence of the Superintendent. Performs related work as required.

Distinguishing Characteristics: Assists in the operation of a state youth detention center; directs the management of the facility in the absence of the Superintendent.

Examples of Work

Assists in the operation of the center; plans and evaluates services and programs of the center.

Assists in developing and initiating new procedures to facilitate improved operations and devises means to increase program effectiveness.

Participates in the selection and training of staff; evaluates staff performance and recommends or initiates personnel transactions.

Makes routine inspectional tours of the facility; reports on equipment cleanliness, sanitation, and operating efficiency of the facility; recommends operational improvements to the Superintendent.

Assists in the facility budget preparation.

Interprets laws, rules and regulations; applies interpretations to specific cases or situations.

Establishes and maintains effective working relationships with juvenile justice system, public school system and social service officials and agencies.

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 DEPUTY 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: Three years of full-time or equivalent part-time paid professional experience in a juvenile or youthful offender rehabilitation program OR four 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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