

LINN COUNTY CLASSIFICATION

TITLE: JUVENILE DEPARTMENT DIRECTOR

NUMBER: 628

APPROVAL ORDER NUMBER: 2024-167

PAY RANGE: 26

DATE: MAY 28, 2024

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plans, directs, coordinates and manages the activities of the Juvenile Department and the Linn-Benton Juvenile Detention Center. Confers with the Linn County Board of Commissioners and Linn County Juvenile Court Judge concerning department policies, goals and operations; evaluates the effectiveness and efficiency of existing department programs and operations revising as necessary to meet established goals; and, monitoring the work of all subordinate staff and preparing and monitoring budgetary expenditures.

SUPERVISION RECEIVED: Works under the general direction of the Board of Commissioners which provides administrative direction and reviews work for program effectiveness.

SUPERVISION EXERCISED: Exercises supervision over the Deputy Director, Program Manager, Detention Manager and Office Manager and indirect supervision over all Juvenile Department employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Directs and monitors the work and performance of the Linn County Juvenile Department staff guiding them through problems and procedures relating to the processing and quality of department work. Develops strategic plans, policies and procedures for the administration of the department's programs for supervision and rehabilitation of maladjusted and delinquent minors. Directs and monitors all aspects of juvenile community services activities.
2. Participates in regional and state organizations, commissions and task forces to promote and coordinate intergovernmental juvenile justice programs and best practices; represents the County in drafting, introducing, advocating and testifying on legislation related to department activities; and, provides training regarding juvenile law and procedures to relevant public safety partners.
3. Directs and monitors all aspects involved with the operation of the twenty (20) bed Linn-Benton Juvenile Detention Center to include the work and performance of staff.
4. Monitors compliance with federal, state and local laws, regulations, policies and procedures relevant to all Linn County Juvenile Department programs and services, including the Linn-Benton Juvenile Detention Center.

5. Consults regularly with personnel from other agencies, such as the Linn County District Attorney's Office, law enforcement agencies, Linn County Circuit Court, Oregon Youth Authority, Oregon Department of Human Services, Local Public Safety Coordinating Council, etc., for case and detention facility management. Resolves case management and identifies concerns within the detention facility as required by the Linn County Juvenile Court Judge or Linn County Board of Commissioners.
6. Promotes and coordinates department activities and programs with other counties, business associations, citizen groups and the public; evaluates and responds to policy and procedural inquires and complaints from employees, citizens and other governmental agencies. Maintains good working relationships with school district superintendents and school administrators within the County's school districts. Directs the department's legal positions in consultation with the Office of the Linn County Attorney; Oversees compliance with County policy and procedures; collaborates with the Linn County Juvenile Court Judge and Linn County District Attorney's Office to maintain effective communication and service delivery for youth and families. Responsible for securing services from outside providers through personal service contracts to meet and identify the needs of youth and families being served by the department.
7. Develops department policy and procedures. Facilitates the preparation of the annual budgets for the Linn County Juvenile Department; presents the budget proposals to the Linn County Budget Committee and Linn County Board of Commissioners; monitors budgetary revenues and expenditures within the established guidelines; researches alternative funding sources including preparing, approving and negotiating grant proposals. Oversees the preparation of various financial and statistical reports. Oversees all personnel actions within the department including recruiting, training, evaluations, grievances and terminations of department personnel. Evaluates services for effectiveness, the need for continued services and contract renewals for further development. Oversees the assignment of duties, recommends personnel transactions to the Board of Commissioners and oversees compliance with union agreements and contracts.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon the Linn County Board of Commissioners decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY:

Comprehensive knowledge of principles, methods and techniques of public administration, personnel management and budget/grant administration; participative management theories; principles and practices of organization and management practices as applied to the analysis and evaluation of programs, policies and operation needs.

Thorough knowledge of federal, state and local statutes, rules and regulations relevant to juvenile justice administration; federal, state and local resources applicable to aid in the delivery of service; funding sources and financing methods; federal, state and local government operating methods and procedures; techniques of mediation, negotiation and public relations; principles and techniques of contract preparation, negotiation and administration; labor relations procedures and collective bargaining practices; federal state and local laws relevant to the operation and management of a 24-hour juvenile detention center; casework principles, dynamics of human relationships, family dynamics, normal and abnormal development and behavior and interviewing techniques. Oregon Juvenile Code and federal and state laws pertaining to the detainment of juveniles within a detention center; forms and devices used in ascertaining intelligence, personality or other related aptitudes and traits; supervisory techniques including personnel administration, performance evaluations, discipline and working with labor agreements and personnel policies. Knowledge of computer operation and input.

Considerable skill to communicate effectively, both orally and in writing; prepare and deliver oral presentations to the public and private groups; formulate and implement operational and administrative policies; plan, develop and evaluate funding requirements; prepare and justify budget requests and grant proposals; review contracts for compliance with County policies and legal requirements; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision-making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with outside agencies, elected officials, County employees and the public; train, direct, evaluate and supervise management, professional and administrative personnel in multi-disciplinary team activities; understand processes, both in the context of the Court and in relation to human dynamics; exercise good judgment; ability to maintain composure and manage conflict under stressful circumstances.

EXPERIENCE, EDUCATION AND TRAINING: A minimum of seven (7) years of progressively responsible experience in corrections, preferably in the juvenile justice system, which includes three (3) years of experience in a supervisory capacity. Graduation from a four-year college or university with a Bachelor's Degree in Sociology, Psychology, Counseling or related field with a Master's Degree in Administration, Counseling, Psychology, Sociology or related field; any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Motor Vehicle Operator's License and maintain an acceptable driving record throughout the course of employment. Driving is required for County business on a regular basis to accomplish work.

PRE-EMPLOYMENT REQUIREMENTS: Must successfully pass an extensive background investigation including national fingerprint records check and must pass a pre-employment drug test.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment and is essentially sedentary in nature. Work requirements include the ability to sit and move about; see, talk and hear; use hands and fingers, handle or operate objects or controls; reach with hands and arms and lift or move thirty (30) pounds. Occasional interactions with juveniles may involve physical contact and/or exposure to hostile attitudes. Participate in Defensive Tactics training involving controlled defensive and offensive body movements including standing, twisting, bending, balancing, pushing, swinging, blocking parrying and striking. Some work assignments involve the safety and security of the juvenile and detention facilities, including physically restraining angry and hostile juvenile clients.