



TITLE: JUVENILE DETENTION FACILITY SUPERINTENDENT

FLSA: Exempt

BOARD APPROVED: February 6, 2024

BARGAINING UNIT: LEMA

DEFINITION

Under the direction of the Chief Probation Officer, manages and supervises the activities and personnel of the Juvenile Detention Facility, ensuring compliance with all applicable policies, procedures, laws and regulations. Performs related administrative and professional work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Probation Officer or Deputy Chief Probation Officer. Provides direct supervision oversight of Juvenile Detention Facility Officers Counselors, Supervising Juvenile Detention Facility Officers Counselors, Dietary Supervisors, Dietary Cooks, and any Deputy Probation Officers assigned to the Juvenile Detention Facility.

CLASS CHARACTERISTICS

This is a one-position division management classification within the Probation Department, with full administrative responsibility for the activities of the Juvenile Detention Facility. This position is distinguished from the next higher class of Deputy Chief Probation Officer by the latter's administrative responsibility for multiple divisions within the Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Schedules, supervises, directs and evaluates activities of staff assigned within the Juvenile Detention Facility.
- Assists in the hiring and makes recommendations for discharges; administers employee disciplinary actions.
- Plans, schedules and assists in conducting effective training of correctional counselors, conducts personnel training and drills.
- Ensures the provision of adequate and properly working equipment for subordinate personnel.
- Coordinates facility activities with other agencies, departments and community groups.
- Develops and implements department and facility policies and procedures, making recommendations for enhancement or modifications as appropriate.
- Interprets new laws and updates policies and procedures to ensure departmental compliance.

- Develops and administers the facility's annual budget; approves and monitors expenditures. Develops, implements, evaluates and administers Juvenile Detention Facility programs.
- Communicates with the Chief Probation Officer, Deputy Chief Probation Officers, and other department personnel concerning the coordination and impact of department and facility policies and procedures as it relates to staff, individual clients, and other departments and agencies.
- Oversees the planning and implementation of emergency response functions to help ensure facility security and the safety and welfare of Juvenile Detention Facility detainees, staff and the general public. Responds to emergency calls 24 hours per day as needed.
- Investigates and resolves internal and external complaints involving detention matters. Receives and responds to public inquiries and requests for assistance regarding department policies, procedures and programs; serves as institution spokesperson to the media as required.
- Prepares and/or reviews comprehensive reports, records, proposals, grant requests and other documents related to department activities.
- Oversees the maintenance of Juvenile Detention Facility equipment and buildings.
- Oversees the provision of Juvenile Detention Facility food services.
- Assists Juvenile Detention ~~Facility Officer~~ counselors in the performance of duties as necessary.
- Oversees special projects or programs as assigned.
- Attends meetings, conferences and training seminars to enhance job knowledge and skills and to maintain certifications; serves as a member of various councils and committees as appointed.
- Performs various administrative/office duties as necessary, including preparing reports and correspondence, compiling data for reports, copying and filing documents, entering data/retrieving data from computer, etc.
- Monitors the storage and security of evidence, youth's personal property, etc.
- Provides court testimony as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- The operations, methods and procedures of a County detention facility;
- Counseling techniques;
- Federal, state and local laws and ordinances applicable to juvenile detention;
- Supervisory concepts and principles;
- Government budget preparation and administration;
- Modern office practices, methods and computer equipment;
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures;
- Applicable occupational hazards and safety precautions;
- Record keeping principles and procedures;
- Computer applications related to the work;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

- Administer the operations of a County detention center;
- Use judgment and discretion in dealing with emergency situations, handling internal matters of the Division, analyzing and applying new laws and law enforcement techniques etc.;
- Provide effective Juvenile Detention ~~Facility Officer~~Counselor training;
- Supervise and evaluate the work of department personnel;
- Prepare and monitor the facility budget;
- Assemble and analyze information and prepare written reports and records in a clear and concise manner;
- Supervise juveniles in an institutional setting;
- Deal effectively with emergency situations;
- Apply approved methods of restraint as appropriate;
- Use independent judgment and discretion in supervising various programs;
- Make sound, educated decisions;
- Read and interpret complex financial, statistical and legal materials pertaining to the responsibilities of the job;
- React calmly and professionally in emergency or stressful, emotional situations;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- Work independently and as a team member;
- Use English effectively to communicate in person, over the telephone and in writing;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines;
- Make accurate arithmetic, financial and statistical computations;
- Maintain high personal standards of ethics and integrity;
- Maintain significant flexibility in daily operations and decision making;
- Establish and maintain effective working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds.

Education & Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of twelfth (12th) grade and graduation from an accredited college or university with a Bachelor's degree in Behavioral Sciences or a closely related field.
- A minimum of two (2) years of increasingly responsible, professional level experience in a Probation Department or Juvenile Detention Facility performing lead and/or supervisory duties.
- Other combinations of education and experience may be considered.

License & Special Requirements:

- Must successfully complete required instruction in management-level coursework as certified by the California State Board of Corrections under the Standards and Training for Corrections program.
- Must maintain Penal Code 832 qualifications.
- Requires a valid California driver's license.

- Requires current certification or recertification in CPR and first aid.
- Completion of CPOC Executive Leadership Academy is desirable.

PHYSICAL DEMANDS

Requires the ability to exert significant physical effort, which may include making arrests, subduing resisting individuals, chasing fleeing subjects, running, crouching or crawling during emergency operations; requires significant dexterity in the use of fingers, limbs and body; requires the ability to perform semi-skilled repetitive movements such as data entry. Requires the ability to maintain effective audio-visual discrimination and perception required for making observations and communicating with others. Incumbent must maintain professional composure and effectiveness at all times. Employees must possess the ability to lift, carry, push, and pull materials and objects, more than 100 pounds occasionally and frequently 50 pounds or more, as necessary to perform job functions.

WORKING CONDITIONS

Various office, field and County detention facility settings; involves the potential for high stress levels and exposure to hostile situations. Tasks require occasional exposure to adverse weather conditions (extreme heat/cold, wet conditions) and blood borne pathogens. Requires irregular working hours.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

(06/24/2008, 02/06/24)