



JOB DESCRIPTION

Title	Juvenile Director	Created	Feb. 2008
Department	Juvenile	Revised	April 2019
Job Class	M 8	Safety Sensitive	Yes
Labor Union	Unrepresented	FLSA	Exempt

Purpose

Plan, organize, direct and evaluate the delivery of community services and programs for the Juvenile Department and participate in inter-agency and community education programs aimed at services to youth. Administer the County's Alcohol and Drug Prevention Program, as well as the County's Law Library.

Essential Functions

- Develop, implement, and evaluate goals and performance standards for departmental operation; establish and maintain department policies and procedures in compliance with federal, state, local laws and county policies, e.g. purchasing, personnel, safety, etc. Prepare and submit reports regarding operations and activities as requested or scheduled. Maintain assigned property and equipment.
- Implement, coordinate and evaluate programs used by the Juvenile Department for the youth offender population. The services should create a continuum of graduated sanctions and programs. Programs may be provided directly by the department or developed by contract with private or public organizations or individuals.
- Identify, secure, and monitor funding streams other than county general fund that will provide programming to decrease juvenile arrests and reduce juvenile recidivism.
- Formulate and present departmental budget for submission to County Manager. Monitor and manage fiscal operations of the department including detention to remain within budgetary constraints.
- Monitor and supervise work performance of departmental employees. Provide managerial leadership and maintain standards of efficiency and morale among department employees. Ensure the provision of necessary training while meeting the needs of changing system demands. Resolve or refer, when appropriate, employee personnel matters and direct new hires, transfers, promotions, layoffs and terminations.
- Represent the Juvenile Department at meetings and conferences; promote programs of the department and interpret state statutes and county policies to employees, juvenile court, juveniles and their families, and the public.
- Intervene in crisis situations or non-compliant behaviors involving youth under the department's supervision. Assist probation counselor in developing



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appropriate interventions.

- Perform after-hours and weekend on-call services to law enforcement agencies within the County related to department programs.
- Attend conferences, schools and seminars to keep informed of laws and techniques affecting juvenile department operation.
- Follow all safety rules and procedures established for work areas.
- Responsible for all departmental administration including:
 - a. Office procedures, priorities, goals and objectives
 - b. Management of expenditures and revenue
 - c. Maintenance of records
 - d. Preparation of reports
 - e. Preparation of budgets
 - f. Enforcement of the Administrative & Personnel Code
 - g. Risk management
 - h. Training in Bureau of Labor and Industries (BOLI) for the supervisory staff
 - i. Law library functions.

Auxiliary Functions

In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training may occur in an occasional "table-top" test exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency. Maintain work areas in a clean and orderly manner.

Mandatory Qualifications

Broad knowledge of social work theory, practice and procedures applied to juveniles, principles and methods of program administration including public relations, personnel management, fiscal management, etc. Knowledge of judicial system, Oregon criminal and juvenile laws. Bachelor's degree in behavioral or social sciences, public administration, criminology, psychology, law enforcement or related field; Master's degree preferred. Five years of experience in juvenile probation environment, or any satisfactory combination of experience and training. Must possess and maintain current driving privileges in the State of Oregon.

Desired Qualifications

College-level course work in business or public administration or budget preparation experience. Previous supervisory experience. Experience in program design and implementation. Ability to perform after-hours and weekend on-call duties.



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Physical Demands

Physical demands on the position are minimal involving moving materials, books, files, etc., weighing up to 15 pounds

Working Conditions

Usual office working environment but requires traveling to meetings.

Supervisory Responsibility

Responsible for all regular full time and part time employees of the Juvenile Department.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.