

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Juvenile Detention Administrator
OCCUPATIONAL CATEGORY: Officials and Administrators
DIVISION: Probation
EFFECTIVE DATE: 04/16/18
REVISED: 08/15/20



CLASS CODE: J135
FLSA: Exempt
SALARY RANGE: 23
STATUS: Classified

JOB SUMMARY

Under general supervision, oversees, manages, administers and supervises all functions associated with the operation of the Mohave County Juvenile Detention Center which includes the Gloria Dusek Compass School, the Opportunity School, the GED Testing Center and the Evening Reporting Center.

REPORTS TO:

Director of Juvenile Court Services.

SUPERVISION EXERCISED

Exercises supervision over Juvenile Detention Personnel.

ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Performs a variety of management and supervisory functions.
- Oversees and manages assigned staff and personnel; interviews prospective employees; hires, recommends and/or approves hiring; identifies and implements new employee and on-going staff training programs.
- Coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and process; establishes employee and operational performance measures, goals, objectives and priorities; evaluates work performance; prepares performance appraisals; recommends, undertakes and/or approves subsequent performance-related actions; as authorized, implements disciplinary actions.
- Identifies, recommends, reviews, assesses, establishes, modifies and maintains Detention Center strategic plans; identifies and monitors long and short ranges goals and objectives; designs and/or oversees performance measures; incorporates in to the budget process.
- Identifies, review requests and proposes staffing, equipment, facilities and related operational needs; identifies funding requirements, potential funding sources, grant funding availability and related services.
- Participates in budget development, preparation and presentation; provides justification and responds to inquiries.
- Monitors budget allocations; reviews and/or oversees approvals of budget expenditures, purchases and procurement.
- Identifies, reviews, assesses, develops, oversees, modifies and/or approves modifications of operational policies and procedures; determines compliance; establishes protocols and processes; assesses applicability, effectiveness and relevance to court operations.
- Drafts, composes, reviews and/or edits a variety of written documents, summaries and reports; updates and maintains statistical, financial and other logs and records; prepares and/or presents written and/or oral reports for internal and external audiences.
- Serves as a working supervisor; undertakes and performs the duties of a Juvenile Detention Officer and other duties associated with the operation of the Juvenile Detention Center.
- Oversees, approves monthly shift schedules for each shift to ensure staffing ratios follow state standards.
- Works with contracted medical provider to ensure quality medical care is carried out in accordance with contractual requirements and standards.

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of department policies, rules and procedures
- Knowledge of Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.
- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge and applicability of the Arizona Department of Education requirements for school accreditation.
- Knowledge and applicability of the Prison Rape Elimination ACT (PREA) requirements.
- Knowledge and applicability of the State Detention Standards.
- Knowledge of search, transportation and restraint procedures.
- Knowledge of Mohave County and specific court-related policies and procedures.
- Knowledge of the principles of management and supervision.
- Knowledge of the principles of bookkeeping and/or accounting.
- Knowledge of the principles of file and records management.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of the principles of inventory control.
- Knowledge of trends and practices in detention and related services.
- Knowledge of community resources.

Skill in:

- Skill in communicating and maintaining professionalism with the public, co-workers, and work contacts.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, evaluating, analyzing, identifying and recommending solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, victims, parents, attorneys, witnesses, litigants, jurors, news media, general public and others having business with the courts of Mohave County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

Ability to:

- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

WORK CONTACTS

Regular contact with associate personnel, other county departments, other agencies and the general public.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- May be exposed to potential physical harm, extreme weather conditions, hazardous chemicals and/or infectious diseases.
- Work is subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 50 pounds.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

A Bachelor's degree in Criminal Justice, Business Administration, Management, Behavioral/Social Science or related field **AND** five (5) years of relevant, supervisory or management experience at detention or probation or closely related experience dealing with juveniles in a custodial setting and monitoring of juveniles OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

SPECIAL JOB REQUIREMENT

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Must obtain within sixty (6) days of employment and must maintain defensive driving certification and first aid/CPR certification.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.
- Minimum of 21 years of age; U.S. citizen or have legal resident status
- Must successfully pass a pre-employment character and fitness background investigation, including but not limited to: fingerprinting and criminal history records check, Department of Child Safety (DCS) Central Registry check, (MVD) driving records check, psychological evaluation, polygraph examination, psychological evaluation, and submit to and pass a pre-employment drug/alcohol screen.
- This is a safety sensitive position.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.