

JOB OPENING ANNOUNCEMENT



Position Title: Juvenile Services Assistant Director

Department: Juvenile Services

Position Summary:

The Assistant Director is responsible for assisting the Director in carrying out the policies and procedures of the Franklin County Juvenile Detention Center, as well as assisting with the day-to-day operations of the facility. The Assistant Director is directly under the supervision of the Director. The Assistant Director will supervise and make decisions regarding facility operations in the absence of the Director. This position is also responsible for the Outreach Truancy Program operating in Franklin County and will assist with district-wide Juvenile Intake and Assessment.

Franklin County participates in the Kansas Public Employees Retirement System (KPERS & KP&F).

How to Apply: Complete On-Line Application at Current Job Openings at www.franklincoks.org or at www.HRePartners.com.
Alternative application available at Human Resources.

Base Rate: \$45,115 annually depending on qualifications

Date Opened: Friday, October 12, 2018

Date to Close: Sunday, October 28, 2018

Hours: Generally, 8 a.m. to 5 p.m. Monday – Friday.
Some evening and/or weekends may be required.

Questions regarding this job announcement shall be directed to the Human Resources Department at 785-229-3444 or via e-mail at humanresources@franklincoks.org.

Applicants will not be considered for this position for the following:

- Adult Felony conviction(s);
- Juvenile Felony conviction(s);
- Confirmed and/or substantiated case of Adult abuse or neglect;
- Confirmed and/or substantiated case of Juvenile abuse or neglect.

Additional Information:

Bachelor's degree or equivalent in social work, human development and family life, psychology, education, or criminal justice **AND** three years of supervisory experience in a child care or juvenile justice agency serving youth of the same age or related experience and/or training **OR** equivalent combination of education and experience required.

Provides leadership to staff in support of the strategic vision, policies, and procedures as established by the Director of the Juvenile Services.

Establishes and maintains effective working relationships with staff, other employees, outside agencies, officials and the public required.

Employee is expected to have acquired the necessary skills and knowledge to perform at an acceptable level within six months of being awarded the position.

Franklin County conducts background checks and drug screenings on all potential candidates.

Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-3444 at least two days prior to the scheduled test or interview.

Duties listed on the job description are intended only as illustrations of the various types to work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position. The attached job description does not constitute an employment agreement and is subject to change as the County's needs and requirements of the job change.

The State of Kansas and Franklin County are At-Will Employment jurisdictions.

Franklin County is an Equal Employment Opportunity Employer

Franklin County, Kansas Job Description

Title: Assistant Director of Juvenile Services	Grade: 23
Reports To: Director of Juvenile Services	FLSA: Exempt
Department: Juvenile Detention	Modified Date: 10/2018

JOB SUMMARY:

The Assistant Director is responsible for assisting the Director in carrying out the policies and procedures of the Franklin County Juvenile Detention Center, as well as assisting with the day-to-day operations of the facility. The Assistant Director is directly under the supervision of the Director. The Assistant Director will supervise and make decisions regarding facility operations in the absence of the Director. This position is also responsible for the Outreach Truancy Program operating in Franklin County and will assist with district-wide Juvenile Intake and Assessment.

ESSENTIAL FUNCTIONS:

- Supervises and trains staff;
- Enforces regulations of the Detention Center;
- Prepares and maintains all paperwork as required;
- Communicates with the Court and other community agencies regarding juveniles;
- Processes through Juvenile Intake and Assessment throughout the district;
- Attends meetings with school officials, parents, and students regarding truancy issues;
- Types records and reports as needed for submission to the Court;
- Assists the Director in developing and implementing goals, objectives, priorities, policies and procedures for the operations;
- Monitors and evaluates the performance of operations and implements any changes required to improve efficiency and effectiveness;
- Assists and takes the lead in developing short- and long-range plans;
- Directs the preparation of contracts, agreements, letters of understanding with consultants and organizations engaged in projects with the detention center;
- Responds and resolves citizen requests and complaints;
- Substitutes for the Director by cooperating and planning with other city departments, federal, state, county, and intergovernmental agencies;
- Prepares reports and grant applications;
- Other duties as required.

SECONDARY FUNCTIONS:

- Performs other related duties as required.

SUPERVISORY FUNCTIONS:

- Assists with the overall direction, coordination, and evaluation of a department or function;
- May carry out supervisory responsibilities in accordance with the organization's policies and applicable laws;
- Supervising may include interviewing, hiring, and training employees. planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Kansas statutes as they relate to the care, custody and control of juvenile inmates;
- Facility policy, procedures and responsibilities concerning the operation of the detention facility;
- The operation of the court system, including procedures and security;
- Appropriate inmate disciplinary methods;
- Appropriate methods to physically restrain combative inmates;
- Basic arithmetic;
- Correct grammar and spelling;
- Basic drug identification and drug symptomology;
- Due process as it applies to inmates;
- The Juvenile Intake and Assessment program and placement options for Children in Need of Care;
- Juvenile rights;
- City, County, State and Federal Laws;
- Bonding procedures.

SKILL IN:

- Providing leadership to staff in support of the strategic vision, policies, and procedures as established by the Director of the Juvenile Services;
- Using logic and reasoning to understand, analyze, and evaluate complex situations and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation;
- Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters;
- Developing and maintaining cooperative and professional relationships with employees, managers, and representatives from other departments and organizations;

ABILITY TO:

- Effectively communicate verbally and through written documentation;
- Understand and carry out instructions;
- Analyze situations and to take quick, effective and reasonable courses of action;
- Develop and maintain effective working relationships with all staff, other agencies and the public;
- Understand, write and speak English clearly and distinctly; bi-lingual skills a plus;
- Operate computer equipment;
- Maintain simple records and make written reports;
- Deal firmly and equitably with inmates;
- Understand and carry out both oral and written directives;
- Recognize changes in inmate behavior;
- Recognize threatening symbols, situations, and language;
- Ability to establish and maintain effective working relationships with supervisor, line staff; other County employees, Courts, law enforcement agencies, schools and community organizations;
- Analyze situations and to take quick, effective and reasonable courses of action.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Maintain a valid driver's license;
- KBI Background Check;

- SRS Child Abuse Central Registry Check;
- Required screenings or tests by the hiring county;
- S.T.A.R.R. Certified;
- CPR/First Aid Certified.

REQUIRED EDUCATION/OR EXPERIENCE:

- Bachelor's degree or equivalent in social work, human development and family life, psychology, education, or criminal justice;
- **AND** three years of supervisory experience in a child care or juvenile justice agency serving youth of the same age or related experience and/or training;
- **OR** equivalent combination of education and experience.

PREFERRED EDUCATION/OR EXPERIENCE:

- Master's degree or equivalent in social work, human development and family life, psychology, education, or criminal justice;
- **AND** four to five years of supervisory experience in a child care or juvenile justice agency serving youth of the same age or related experience and/or training;
- **OR** equivalent combination of education and experience.

PHYSICAL CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms and talk or hear;
- The employee is frequently required to walk;
- The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell;
- The employee must occasionally lift and/or move up, push or pull up to 25 pounds; push or pull up to 50 pounds without assistance and up to 100 pounds or more with assistance;
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job:

- The noise level in the work environment is usually moderate; however, it can increase to loud and chaotic;
- The employee may be exposed to dangerous situations.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.