

JUVENILE HALL MANAGER

DEFINITION

To manage the counseling and program activities at the Glenn County Jane Hahn Juvenile Hall by directing and reviewing the work of subordinates, assisting the Chief Probation Officer/Superintendent, and supervising the conduct, behavior and activities of juveniles in custody.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification responsible for the management of the Juvenile Hall. The Juvenile Hall Manager, through subordinate staff, provides for the safety/security, treatment, recreation and daily living activities of juveniles detained at the hall.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Probation Officer/Juvenile Hall Superintendent; exercises direct supervision over subordinate staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Supervises, trains, schedules and evaluates the work of subordinate staff.

Ensures subordinates' compliance with established regulations, policies and procedures. Reviews and updates policy and procedure manual; makes recommendations for change as appropriate.

Confers with Chief Probation Officer / Juvenile Hall Superintendent to plan and implement Juvenile Hall operations.

Monitors expenditures to ensure compliance with budgeted funds; authorizes purchases.

Coordinates intake and release activities with probation personnel.

Coordinates, schedules, oversees and participates in individual and group counseling programming.

Maintains security, discipline, safety and proper health measures for wards of the Juvenile Hall. Physically intervenes in physical confrontations between minors or between minors and staff.

Coordinates food menu in consultation with registered dieticians; monitors food expenditures. Assists with meal preparation as necessary during staff shortages.

Advises staff on methods of handling juveniles with behavioral problems.

Serves as liaison between juveniles, staff, families, law enforcement and/or other agencies.

Reviews reports submitted by subordinates for completeness and accuracy.

Ensures the accurate and up-to-date maintenance of Juvenile Hall records; prepares monthly statistical records as required.

Supervises urine testing of those in custody.

Conducts background investigations of potential employees.

Transports minors to appointments and placements as needed.

Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws, codes and regulations.

Principles of juvenile social rehabilitation.

Principles and practices of individual and group counseling within a custodial setting.

Interviewing and investigative techniques and procedures.

Principles of supervision, including organization, scheduling, training, evaluation and discipline.

Principles of employee relations.

Modern office practices and technology, including the use of computers for data and word processing.

Ability to:

Understand, interpret and apply pertinent laws, policies, rules and regulations.

Maintain regular communication between staff and management.

Maintain security and behavior control with juveniles.

Serve as liaison between juveniles and their families, law enforcement, staff, outside agencies and other resource persons.

Coordinate resources and activities of others.

Plan, assign, supervise and evaluate the work of subordinate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of progressively responsible experience, including lead work, in the performance of a variety of custodial and rehabilitative duties in a locked juvenile facility comparable to or exceeding those duties of the Juvenile Hall Counselor II class.

Training:

High school diploma or GED equivalent supplemented by 30 semester hours of college-level course work in administration of justice, psychology, counseling or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, Basic First Aid and CPR certifications.

PHYSICAL REQUIREMENTS:

Sufficient strength and dexterity to physically restrain hostile juveniles.

DESIRABLE QUALIFICATIONS:

Bilingual skills in Spanish, Hmong or Laotian are highly desirable.

Classification Code:	5254001
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"