



MACOMB COUNTY
invites applications for the position of:
**Director - Juvenile Justice
Center**

An Equal Opportunity Employer

SALARY: \$73,280.28 - \$91,600.37 Annually

OPENING DATE: 02/08/13

CLOSING DATE: 02/26/13 05:00 PM

GENERAL RESPONSIBILITIES:

CURRENT HOURS AND STARTING TIME: Full time (37.5 hour per week) position. The starting time for the position is currently 8:00 am.

DEPARTMENT: Macomb County Juvenile Justice Center

F.L.S.A STATUS: Exempt

APPOINTING AUTHORITY: County Executive

Per Labor Agreement and/or Board Policy, this position is subject to six (6) days without pay (furlough) for the calendar year 2013.

Under the direction of the County Executive, is responsible for the overall management, administration and operation of the programs and services provided at the Juvenile Justice Center; is available on a 24 hour per day and 7 day per week basis to respond to the needs of the Juvenile Justice Center; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

Develops, implements and administers policies and procedures in accordance with current Federal, State and local standards, guidelines and regulations regarding the oversight, care and custody of children at the Juvenile Justice Center.

Ensures appropriate services are provided by the Juvenile Justice Center, including medical and counseling services, and special services for children with severe emotional problems.

Plans, develops and coordinates pre and post dispositional juvenile programs with the Macomb County Circuit Court.

Develops, administers and evaluates the effectiveness of programs to reduce delinquent behavior.

Develops the proposed annual Juvenile Justice Center budget; administers the approved Department budget.

Participates in the negotiation and administration of collective bargaining agreements regarding the operations of the Juvenile Justice Center.

Conducts public relations programs, speaks to groups throughout the County and accepts donations for the Juvenile Justice Center.

Coordinates programs and services, with appropriate County departments and various outside agencies.

Oversees the investigation of institutional abuse and coordinates involvement of outside agencies.

Conducts periodic inspections of the Juvenile Justice Center to ensure proper building and equipment maintenance.

Directs managerial, professional and support staff.

Develops and oversees orientation and in-service training programs for Juvenile Justice Center staff.

Analyzes and evaluates the operations of the Juvenile Justice Center and programs for effectiveness.

Operates an automobile while performing assigned job duties.

ADDITIONAL FUNCTIONS:

The statements contained in this position description are intended to describe the general nature and level of work being performed by individual assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

A Master Degree in Social Work, Sociology, Psychology, Guidance and Counseling, Education, Business Administration, Criminal Justice or Public Administration and two (2) years of experience in a child caring institution or child placing agency.

A Bachelor Degree with a major in Social Work, Sociology, Psychology, Guidance and Counseling, Education, Business Administration, Criminal Justice or Public Administration and four (4) years of post Bachelor Degree experience in a child caring institution or child placing agency.

Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

Additional Qualifications:

Knowledge of the Juvenile Codes, Supreme Court Rules, Juvenile Facility Accreditation Standards, and other statutes, ordinances, and case law pertaining to the care of juveniles.

Ability to react to emergency situations requiring immediate action.

Knowledge of planning, budgeting and contracting techniques and practices.

Ability to develop and analyze financial and operational reports regarding programs, budgets and operations.

Ability to direct, manage and organize the work of managerial, professional and support staff.

Effective written and verbal communication skills including the ability to conduct group meetings and make group presentations.

Ability to establish and maintain effective working relations with administrators, Department Heads, staff, outside agencies and the public.

Possession of a valid Michigan driver's license and an operable insured automobile for authorized travel.

Ability to conduct oneself with tact and courtesy.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.macombcountymi.gov/humanresources/employment.htm>

Job #13-00040
DIRECTOR - JUVENILE JUSTICE CENTER
HL

OUR OFFICE IS LOCATED AT:
10 N. Main Street, 4th Floor
Mt. Clemens, MI 48043
586-469-5280
human.resources@macombgov.org

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Director - Juvenile Justice Center Supplemental Questionnaire

- * 1. Do you possess a Master Degree in Social Work, Sociology, Psychology, Guidance and Counseling, Education, Business Administration, Criminal Justice or Public Administration and two (2) years of experience in a child caring institution or child placing agency OR a Bachelor Degree with a major in Social Work, Sociology, Psychology, Guidance and Counseling, Education, Business Administration, Criminal Justice or Public Administration and four (4) years of post Bachelor Degree experience in a child caring institution or child placing agency?
 - Yes
 - No

- * 2. Do you possess knowledge of the Juvenile Codes, Supreme Court Rules, Juvenile Facility Accreditation Standards, and other statutes, ordinances, and case law pertaining to the care of juveniles?
 - Yes
 - No

- * 3. Please select the choice that best describes your years of experience regarding planning, budgeting and contracting techniques and practices.
 - No Experience
 - 1 - 2 Years
 - 3 - 5 Years
 - 6+ Years

- * 4. Please select the choice which best describes your experience regarding developing and analyzing financial and operational reports regarding programs, budgets and operations.
 - No Experience
 - 1 - 2 Years
 - 3 - 5 Years
 - 6+ Years

- * Required Question