

INTERNAL/EXTERNAL DEPARTMENTAL JOB POSTING

The Van Zandt County Juvenile Probation Department is now taking applications for the following position:

JOB TITLE: Director of Juvenile Services

OPENING DATE: 11-16-2022

CLOSING DATE: Until Filled

General Summary:

Directs department-wide operations in multiple complex functional or programmatic areas of Juvenile Probation and Residential Services. Directs various and designated operations, staff and functions through subordinate supervisors. Provides executive-level leadership, oversight and direction in all planning, organizing, implementing and evaluating operations in accordance with state, federal, local laws, policies and procedures, and guidelines. Develops departmental strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services. This classification has a broad scope of operational and staff responsibility and directs through subordinate supervisors and is responsible to the Van Zandt County Juvenile Board.

Essential Job Functions:

- Directs subordinate supervisors in daily operations, department structure and leadership;
- Participates in an executive leadership capacity in organizational strategic planning;
- Responsible for the planning and directing of all departmental services and operations; Analyzes, evaluates and establishes departmental programs, policies and procedures and makes recommendations regarding overall departmental decisions. Ensures departmental compliance with federal, state, local and judicial directives;
- For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job description does not account for potential reasonable accommodations.

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- Provides oversight and direction to management and makes discussions on complex client issues;
- Ability to plan, develop, prepare and administering annual budget;
- Receives and reviews statistical and other reports, monitors programs and interprets findings. Evaluates current programs, procedures and practices on an on-going basis. Keeps the Van Zandt County Juvenile Board informed of the status of the Department;
- Oversees the investigation of complaints from clients, their families, judicial entities and the general public;
- Reviews, assesses, monitors and recommends from management regarding corrective actions involving personnel and makes determination of appropriate sanctions and evaluations;
- Represent the Department at Commissioners Court, criminal justice, statewide and at local and community meetings. Serves as liaison and functions as a resource person for the general public;
- Provides effective research and planning efforts to guide the Department in the development of programs and achievement of its goals;
- Ensure that juveniles under supervision of the Juvenile Probation Department or participating in a juvenile justice program shall not be subjected to abuse, exploitation, or neglect as defined in Chapter 261, Texas Family Code;
- Ensure that the Department operates under the compliance of Texas Administrative Code Standards 341, 343, 344, 345, 349, 350, 351, 358 and Prison Rape Elimination Act (PREA) Standard;
- Director or his/her designee must serve as the liaison to the local Community Resource Coordination Group pursuant to Texas Government Code, 531.055;
- Shall act as the Fire Safety Officer, develop and implement and reviews the Fire Safety Plan with the local fire authority annually;
- Develops, prepares and reviews Department grants;
- Regular attendance is required.

Additional Responsibilities

- Required to perform other duties as assigned by the Van Zandt County Juvenile Board within scope of the Department;
- Networks with other agencies to provide services as required;
- Prepares speeches and presents talks on juvenile services for various civic and professional groups;
- Address and instructs groups in accordance with favorable public relations;
- Recommends proposed legislation to the Van Zandt County Juvenile Board.

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General Qualification Guidelines:

Experience, Education and General Qualifications

Graduated from an accredited College or University with a Bachelor's Degree in Behavioral Sciences and ten (10) years' increasingly responsible experience in juvenile correctional work or in a related field with three (3) or more years of administrative or supervisory experience (or equivalent education and experience), must be 21 years of age or older, successfully pass physical, urinalysis and through background investigation, under Texas Administrative Code, Title 37 Public Safety and Corrections Part XI, Texas Juvenile Justice Department Chapter 343, Section 3: An incumbent to comply with State Standards and be of good moral character. Must be able to pass Handle with Care Restraint and CPR/First Aid Training, must be able to pass Texas Juvenile Justice Department, Juvenile Probation Officer Competency Exam and Juvenile Supervision Officer Competency Exam.

Knowledge, Skills and Abilities

- Evidence Based Practices and Core Correctional Practices;
- Management and principles, practices techniques;
- Polices, practices procedures and legal terminology related to the court system;
- Federal, state, local and county applicable laws, rules, regulations and applicable probation and pre-trial services standards and procedures;
- Standard practices in area of assignment;
- Budget development, preparation, and monitoring;
- Psychological concepts of good behavior, social adjustment and emotional stability;
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages;
- Business letter writing, grammar and punctuation, and report preparation;
- Ability to gain the confidence and cooperation of others; emotional maturity; resourcefulness and initiative;
- Ability to maintain effective working relationships with other County Officials, Municipal, Civic Officials and Agencies.

Registration, Certification or Licensure

- Must possess a valid driver's license.

Physical Requirements

- Standing, Sitting, Stooping, Walking, Carrying, Kneeling, Bending, Vision, Hearing, Talking, Reaching, Lifting, Pushing, Reading, Write and Drive

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Special Conditions

- Directing and managing others, including team building;
- Problem-solving and decision-making;
- Training, managing and evaluating the work of others;
- Developing and monitoring budgets;
- Preparing and making presentations;
- Both verbal and written correspondence;
- Direct, motivate, train, develop and evaluate staff;
- Conduct investigations and report results clearly, accurately and impartially;
- Reason and make judgements and decisions;
- Work effectively and courteously under high pressure circumstances;
- Manage time well, perform multiple tasks and organize diverse activities;
- Perform in a stressful environment while maintaining a professional manner;
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports;
- Establish and maintain effective working relationships with departmental clientele, representatives or outside agencies, other County employees, officials, attorneys, judges and the general public.

Working Conditions

- Environmental Factors – Use of cleaning chemicals, maybe subject to unpleasant odors, bodily fluids and or hazardous materials.
- Maybe required to travel for training purposes

NOTE: This job description covers the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required.

Salary: \$ _____ Depending on Experience

Send resume and letter of intent to: Van Zandt County
121 East Dallas Street
Canton, Texas 75103
Attn: Human Resources

Equal Employment Opportunity Employer

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