

# UNION COUNTY

## Job Description

JOB TITLE: Director

DEPARTMENT: Juvenile

APPROVED BY: Administrative Officer

DATE: April 30, 2024

### PURPOSE OF POSITION:

Administers, plans, and directs the activities of the County Juvenile Department. Evaluates the effectiveness and efficiency of programs and operations. Does related work as required. An employee in this class is responsible for the activities of the County's Juvenile Department, including providing supervision to juvenile counselors and clerical support personnel.

### ESSENTIAL JOB FUNCTIONS:

1. Develops and plans departmental policies and procedures regarding the supervision and rehabilitation of maladjusted and delinquent juveniles.
2. Evaluates the effectiveness of department programs and operations.
3. Develops and maintains communication and cooperative working relationships with other agencies, treatment providers, schools, courts, and law enforcement personnel in matters pertaining to juveniles.
4. Explains department policies and programs.
5. Prepares annual budget request for Juvenile Department.
6. Reviews and monitors expenditures to remain within established budgetary constraints.
7. Represents the County by serving on boards and commissions dealing with youths and juvenile justice issues.
8. Provides supervision including assigning work, evaluating performance, taking necessary disciplinary action, resolving employee complaints, scheduling and approving time off, and interviewing and hiring new employees following established county policies.
9. Reviews juvenile referrals and assigns cases to counselors.

10. Consults and discusses with the counselors issues surrounding case management, needs of the juvenile, agencies involved, and resources available.
11. Monitors case progress.
12. Provides for departmental 24-hour response to assist police, parents, school, and victims regarding situations involving juveniles in trouble or experiencing a crisis.
13. Performs on call duty.
14. Responds to emergency situations.
15. Provides assistance to other agency personnel.
16. Maintains proficiency by attending conferences and meetings.
17. Reviews reports, reads professional journals, and is actively involved in the Central and Eastern Oregon Juvenile Justice Consortium and the Oregon Juvenile Department Directors Association.
18. Takes juvenile cases before the Court for hearings.
19. Arranges transports for juveniles to and from other facilities.
20. Meets with County Commissioner Liaison and/or Administrative Officer on a regular basis.
21. Performs individual counseling as required.

**THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB.**

**DESIRED QUALIFICATIONS:**

1. Thorough knowledge of juvenile behavior and adjustment problems and methods of treating them.
2. Knowledge of the Juvenile Justice System in the State of Oregon.
3. Familiarity with counseling methods and techniques.
4. Knowledge of programs and resources available to juveniles.

5. Experience with supervision of employees and personnel practices.
6. Considerable knowledge of budgeting and record keeping.
7. Ability to plan, organize, and direct the work of others to meet overall objectives and goals.
8. Ability to communicate effectively both verbally and in writing.
9. Ability to establish and maintain effective working relationships with local professionals, civic groups, law enforcement personnel, legal and judicial officials, parents, juveniles, and the general public.
10. Ability to remain calm and work successfully with individuals in crisis and emotional situations.
11. Skill in working with maladjusted children, adolescents, and their families.
12. Ability to “think outside the box”.
13. Willingness to be available on a 24 hour on-call basis.

**MANDATORY QUALIFICATIONS:**

1. Bachelors Degree in social work, psychology, criminology, sociology, or related field.
2. Five years of progressively responsible experience in juvenile counseling, which includes 2 years of administrative and/or supervisory experience. Or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

**SPECIAL REQUIREMENTS/LICENSES:**

1. Must have a valid Oregon State Drivers license.
2. Must satisfactorily complete a basic leadership course and receive certificate, attend and complete courses regarding juvenile justice on an ongoing basis.
3. Must pass a law enforcement background check.

PHYSICAL DEMANDS OF THE POSITION:

While performing the duties of this position the employee is frequently required to sit at a desk and work on a computer for long periods of time. The position may be required to deal with violent and combative individuals requiring considerable physical effort.

WORKING CONDITIONS:

A high percentage of work is in an office setting; however, work may be performed in all types of indoor and outdoor environments. Contact with individuals who may be violent, combative, under the influence of drugs or alcohol, or who may have communicable diseases. Must be available for 24-hour on call duty on a rotating basis.

SUPERVISORY RESPONSIBILITIES:

Provides supervision to all Juvenile Department staff including, but not limited to assigning work, evaluating performance, taking necessary disciplinary actions, resolving employee complaints, scheduling and approving time off, and interviewing and hiring new employees in accordance with established county policies.

SUPERVISION RECEIVED:

Works under the general supervision of the Administrative Officer.