

DEPUTY DIRECTOR OF JUVENILE COURT SERVICES

POSITION SUMMARY: Assists in planning and directing the activities of Juvenile Court Services; assumes the duties of the Director in his absence; plans, directs, and coordinates the activities of the Department to ensure that goals and objectives are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through departments or subordinate supervisors; performs other work as assigned or required. This is a position that works under policy direction. Positions at this level manage a major department of the organization. *This position is not covered under the Pinal County Merit System. Incumbents in this position serve at the pleasure of their respective Appointing Authority. The employment relationship of incumbents in this position is "at will" the employee may be terminated at any time, for any reason, with or without cause.* The most critical and time-consuming responsibilities include policy implementation, direction of programs / service delivery, and resources management in a major department or major functional area of the organization. The decisions made affect the goals, services, and objectives of the organization and may involve highly sensitive and political issues affecting the organization as a whole. Work is accomplished within the broadest framework of policy guidance.

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those that are **least** likely to be essential functions for any single position in this class.

- ! Develops and implement departmental policies and procedures
- ! Supervises functional units of professional staff
- ! Prepares budgets and plans for state, county and grant funded programs
- ! Develops strategies for program implementation and analysis of program cost effectiveness and goal objective attainment
- ! Supervises the operation of the Juvenile Detention Facility to assure safety, security and staffing of the facility meets Detention Standards
- ! Assists in the hiring, transfer/reassignment of staff and other personnel matters and participates in staff development programs
- ! May conduct internal investigations at the direction of the Director of Juvenile Court Services
- ! Represents the department in public appearances and on committees
- ! Coordinates interagency activities, community organizations and services groups
- ! Resolves special situations and assumes responsibilities of the Director of Juvenile Court Services, when necessary

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QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: The knowledge, skills, and abilities listed below are required to allow the employee to perform the duties listed above at the Department Head/Administrative Officer level.

Knowledge of

- Programs, services and functions in the field of juvenile probation
- Principles and practices of social and correctional casework and counseling
- Principles of administration, budgeting, personnel management, supervision and staff development
- Management of juvenile detention facilities
- Statutes, laws and regulations pertaining to provision of juvenile probation services
- Initiate, develop and enlist support for probation services in the community

Skill To

- Effectively apply management techniques and practices.
- Develop organizational goals and objectives.

Ability To

- Plan, organize and direct juvenile court; analyze difficult problems in administration and rehabilitation and adopt effective course of action.
- Communicate ideas effectively verbally and in writing
- Establish and maintain effective working relationships with Judges, attorneys, employees, other agencies and the public.
- Follow written and verbal instructions.

Education, Experience and Training: The knowledge, skills, and abilities listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below.

Education: Bachelors in Criminal Justice, Sociology, or other closely related field.

Experience: 5 years related experience, including three years supervisory experience; or an equivalent combination of training, education and experience which demonstrates the ability to perform the duties of the position.

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Special Requirements: Must possess and maintain a valid Arizona driver=s license. Must successfully pass a background investigation with no felony convictions. If hired after July 1, 1995, must become a Certified Arizona Supreme Court Probation Officer within one year.

EEO Category: Officials and Administrative

FLSA STATUS: Exempt

02/22/2005

The job description does not constitute an employment agreement and is subject to change at any time by the employer.