

**JUVENILE DETENTION OFFICER V**

**POSITION SUMMARY:** Performs work of considerable difficulty assisting in the planning and directing activities of the Detention Program Manager in his absence. Plans, directs, and coordinates the activities of the various units of the facility to ensure that the goals and objectives are met; performs other work as required or assigned. This is a Division Head position, which works under administrative direction of the. Positions at this level manage a division within a department and/or serve as the assistant to the head of a major department. The employee applies general goal and policy statements to resolve organizational and service delivery problems. The employee has considerable latitude in administering a complex and/or sensitive area of responsibility. Responsibilities include preparing and monitoring budgets, establishing goals, administering personnel policies, and formulating functional policies and procedures. The recommendations and decisions made affect the administration and management of major programs and/or services and attainment of goals.

**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.

- Manages staffing issues for major units of the division.
- Identifies major operational issues, problems, and deficiencies and recommends solutions.
- Provides management level supervision and leadership.
- Coordinates delivery of programs and activities of the facility.
- Interprets organizational rules, regulations and policies; communicates departmental directives to ranks through subordinate supervisory personnel.
- Coordinates with other agencies and outside organizations.
- Prepares reports and maintains records.
- Reviews status reports prepared by department personnel and modifies schedules or plans as required.
- Manages staff that control and monitor the movement and activities of inmates.
- Reviews operational logs and records to assure compliance with all regulations and requirements.

**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 Division Head level.

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### ***Knowledge of***

- Principles and practices of leadership and management.
- Best practices of treatment in juvenile corrections
- Security considerations and measures
- Adolescent behavior and development
- Federal, State, and local rules, regulations, statutes, policies and procedures relating to juvenile corrections.

### **Skill To**

- Blend the needs of treatment and security to meet the Mission of the facility consistent with the Values of the facility
- Supervise and administer programs.

### **Ability To**

- Act in the absence of the Program Manager
- Monitor budgets
- Provide leadership in facility operations and staff development
- Establish and maintain effective working relationships with staff, clients, departmental staff, other agencies and the public
- Understand and follow legal requirements, policies, and written and verbal instructions
- Communicate effectively verbally and in writing.

***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 degree in Criminal Justice, Sociology, Psychology, or Social Work, or a closely related field.

***Experience:*** Five (5) years of experience in a juvenile correctional agency, including at least two (2) years of supervisory experience; or an equivalent combination of training, education or work experience that demonstrates the ability to perform the duties of the position.

***Certificates:*** Must possess a valid Arizona Drivers License and must successfully pass a background investigation with no felony convictions.

**EEO Category:** Protective Service Workers

**FLSA STATUS:** Exempt

11/08/2005