

# MONROE COUNTY

## Deputy Director of Juvenile Services

**Department:** Probate/Family Court

**Wage Grade:** Rye- 14

**FLSA Status:** Exempt

**Affiliation:** Non-union

### **General Summary:**

Under the general supervision of the Juvenile Services Director/Probate Court Administrator, the Deputy Director of Juvenile Services is responsible for coordinating, supervising and evaluating the overall operation of the juvenile section of the 38th circuit court including the probation department and the Youth Center. This includes all issues related to personnel management and supervision of staff; the development and oversight of programs and services, and on-going evaluation of the court's role in the juvenile justice continuum of care. Assumes responsibilities of Juvenile Services Director/Probate Court Administrator in the absence of that individual.

**Essential Functions:** *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

### **Essential Functions:**

- Evaluates and manages the performance of staff. Assigns projects and promotes open communication, teamwork, and creates a productive work environment. Advises subordinate staff regarding questions of procedure, coordination of operations and supervisory issues.
- Serves as the court liaison and coordinates court related issues with representatives external agencies. Responds to questions and concerns from the public and/or staff, with the ability to resolve difficult and sensitive inquiries and complaints. Ensures confidentiality is maintained and applied to all court documents, procedures and staff related issues.
- Participates in meetings with Court Administrator and Judges/Jurists to resolve shared operating problems and establish the court's strategic plan and goals.
- Administers disciplinary action in accordance with court policy and procedures.
- In collaboration with the Court Administrator and Judge/Jurists, prepares and provides immediate and long-range staffing needs; evaluates and initiates changes in policies, procedures,

and operations; participates in staff meetings in order to resolve problems and establishes uniform procedures within the court.

- Evaluates related operations and procedures and provides direction in establishing and maintaining a written procedural and operational standards manual; provides coordination of automated information systems; coordinates staff development and training programs.
- Manages administrative matters such as conducting special studies, preparing routine or special reports, developing and administering training, or providing for staff technical or professional growth.
- Assigns caseload and implements quality assurance control practices and protocols to ensure continuous improvement in the quality of services delivered by juvenile services.
- Assists in the development, implementation and administration of procedures to ensure all procedures comply with all applicable rules and regulations including SCAO, State of Michigan Licensing, and Michigan Court Rules.
- Develops, implements and oversees a matrix of probation incentives and sanctions that assist probation officers in responding to a youth's behaviors.
- Manages all aspects of day-to-day supervision and personnel matters related to schedules, timesheets, vacation requests and other payroll related issues of staff.
- As part of the court's administrative team, makes recommendations and has significant influence related to hiring, promotions, disciplinary action or terminations. Completes employee performance evaluations as assigned.
- Serves as the court's point person in all issues related to collective bargaining issues.
- Monitors and audits all reports, documentation and files to ensure reports are timely and in compliance with all agency procedures and protocol.
- Assists in monitoring and developing the annual budget including planning for capital improvements, staffing and/or programming needs.
- Presents strategic planning goals for consideration of both short and long term organizational goals and objectives.
- Facilitates the collection of statistical data for court operated programs; analyzes the data to identify trends and on-going needs of the court and ensures that each service is cost effective and meets established treatment goals.
- Develops and coordinates the implementation of special projects as assigned.
- Represents the court on various committees (both internal and external) as directed by the Judge or Probate Court Administrator.

- Assists in monitoring that the court complies with guidelines set forth by the Child Care Fund and participates in the annual CCF audit and budget process.
- Assumes responsibilities of Juvenile Services Director/Probate Court Administrator in the absence of that individual.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

## **Employment Qualifications:**

### **Education and Experience:**

A bachelor's degree in a related human services field and a minimum of five (5) years of progressively responsible experience in juvenile justice or closely related field;

--Or

A master's degree in the field of criminal justice, social services, business or public administration or related field and a minimum of two (2) years of experience working for a court or a juvenile justice related environment.

### **Other Requirements:**

- Pass a pre-employment physical, drug screen and background check including but not limited to state/national criminal history check, DHHS central registry check and professional references.
- Possession of a valid driver's license.

### **Knowledge of:**

- Principles and practices of public and court administration;
- Structure and operations of the juvenile justice system;
- Rules, regulations and requirements of the State Court Administrator's Office, Michigan Juvenile Justice Benchbook, and Michigan Court Rules;
- Personnel administration as it relates to hiring, supervising, disciplining and evaluating employees;
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, and leadership techniques;
- Computer software (MS Word, Excel, other database management).

### **Skill in:**

- Speaking with others to convey information effectively and in a manner that promotes teamwork;
- Evaluating budgetary needs of the organization;

- Consideration of pros and cons of potential action to determine the most appropriate action;
- Critical thinking and problem solving. Use of logic and reasoning to identify alternative solutions, conclusions or approaches to problems;
- Motivating, developing and directing people as they work.

**Ability to:**

- Work with the court and various human service agencies to coordinate services for youth;
- Plan, organize, supervise and evaluate the work of subordinate staff;
- Interpret federal, state and local statutes, standards and regulations pertaining to juvenile justice;
- Develop strategic work plans that promote the professional and operational growth of the organization;
- Make professional and administrative decisions within the framework of employment law and County standards;
- Communicate effectively both orally and in writing;
- Work well under pressure, meeting multiple and sometimes conflicting deadlines;
- Establish and maintain effective working relationships with all stakeholders including staff, youth, their families, law enforcement and community representatives.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description.*

*These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Visual acuity sufficient to read reports and various documents.
- Hearing ability sufficient to use telephone and other communication devices.
- Ability to walk, bend, stoop, and stand for periods of time.
- Ability to become involved in situations involving hostile youth or members of the public.
- Ability to enter and access information from a computer.
- Ability to access court/departmental files.
- May drive a County or personal vehicle in the course of the work.

**Working Conditions:**

- Work primarily in an office setting.
- Possible exposure to upset or irate youth or members of the public.
- May have occupational exposure to persons with various communicable diseases.