

Deputy Director of Juvenile Services

Job Posting Date: March 7, 2018

Application Deadline: March 14, 2018

Location: County of Monroe, Michigan

Agency Profile:

The Probate Court is part of the judicial branch of government and ultimately under the supervision of the Michigan Supreme Court. The Probate Court is created by the State of Michigan Constitution, Article VI, Section 15 and is the oldest court in Michigan. It is the mission of the Monroe County Probate Court to serve the public, protect the rights of individuals, interpret and uphold the law, and provide a fair, accessible, and responsible forum for the resolution of civil matters. The Probate Court Judges and court staff are committed to working collaboratively with the Monroe County Board of Commissioners in the interest of the citizens of Monroe County on the issues of court operations, efficient delivery of services, and the shared goals of the court and the county.

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.

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 Demands

- 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.

Compensation:

Starting salary \$51,708.80 annually, plus fringe benefits

How to apply:

An updated resume, copy of transcripts and completed application are required. Apply to

Meagan_russell@monroemi.org or County of Monroe Human Resource Department, 125 E. Second Street, Monroe, MI 48161.

All applications must be received by March 28, 2018 in order to be considered.