

JUVENILE COURT SERVICES ADMINISTRATOR

JOB PURPOSE AND SUMMARY

To direct, manage, supervise, and coordinate the programs and activities of the Juvenile Court including juvenile crime prevention, counseling, and detention; to coordinate assigned activities with other County departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Juvenile Court Judges.

The Juvenile Court Services Administrator receives administrative direction from the Juvenile Court Judges. The incumbent exercises direct supervision over management, professional, and clerical staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Assumes management responsibility for all services and activities of the Juvenile Court.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs including the management, maintenance and operation of the detention facility, probation services, volunteer services, and other programs within the juvenile court; recommends, within Court policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Juvenile Court Judges; implements improvements.
- Selects, trains, motivates, and evaluates Juvenile Court personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans, directs, coordinates, and reviews the work plan for Juvenile Court services and programs; meets with staff to identify and resolve problems; assigns work activities projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Develops and participates in the administration of the Juvenile Court annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Serves as a liaison for the Juvenile Court with other County departments, divisions, and outside agencies; negotiates and resolves significant and controversial issues.
- Provides responsible staff assistance to the Juvenile Court Judges; prepares and presents staff reports and other necessary correspondences.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Juvenile Court programs, policies, and procedures as appropriate.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of juvenile services.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Develops programs for juvenile offenders within jurisdiction of the Juvenile Court; negotiates contracts with outside agencies for delivery of services; prepares grants to provide funding for additional resources and services.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

- Five years of increasingly responsible experience in juvenile court programs including two years of management or supervisory responsibility.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, psychology, sociology, or a closely related field.
- Any combination of experience and training that would likely provide the required knowledge and abilities will be considered

Knowledge of...operational characteristics, services, and activities of a comprehensive juvenile court program; organization and management practices as applied to the analysis and evaluation of juvenile court programs, policies, and operational needs; modern and complex principles and practices of juvenile program development and administration; principles of juvenile law, rehabilitation, probation, and social casework; pertinent Federal, State, and local laws, codes, and regulations; principles of supervision, training, and performance evaluation; principles and practices of budget preparation and administration; and so forth.

Ability to...manage, direct, and coordinate the work of management, professional, and clerical personnel; develop, implement, and administer goals, objectives, and procedures for providing effective and efficient juvenile court services; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; provide administrative and professional leadership and direction for the Juvenile Court; research, analyze, and evaluate new service delivery methods, procedures and techniques; prepare and administer large and complex budgets; select, supervise, train, and evaluate staff; interpret and apply Federal, State, and local policies, procedures, laws, and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of County and other government officials, community groups, the general public; and media representative; and so forth.

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