

LANCASTER COUNTY
YOUTH SERVICES DETENTION ADMINISTRATOR

NATURE OF WORK

This is advanced professional and managerial work coordinating, supervising; and evaluating the overall operation of a secure community-based coed juvenile correctional/detention facility.

Work involves monitoring the daily needs of the department and ensuring compliance and safety among the employees and population served. Work also involves assisting in the planning, development, implementation, revision, and evaluation of departmental programs, services, and policies and procedures; assisting in the budget process; developing organizational short-term and long range goals/objectives; planning, developing, coordinating, and implementing agency programs; participating in the recruitment, selection, evaluation and discipline of employees; and locating and/or developing community resources to assist detained juveniles. Supervision is received from the Youth Services Center Director with work being reviewed in the form of conferences, reports submitted and program effectiveness. Supervision is exercised over staff.

EXAMPLES OF WORK PERFORMED

Ensure staff compliance in implementing detention policies, procedures, and post orders; review supportive documentation; conduct regular communications with subordinate personnel; conduct daily visits throughout the program to monitor staff interactions with youth and promptly address concerns if needed.

Serve as supervisor on duty in the absence of supervisory personnel; transport youth to outside appointments and court, when necessary.

Assume full responsibility for management of emergency situations in absence of the Director, including critical decision making and direction of staff until the situation is resolved; ensure proper communication

Oversee the Behavior Management, Educational and Life Skills, and Resident Orientation programs; provide continuous supervision of detention personnel to ensure the programs are implemented in adherence to departmental policy and procedure, as well as agency philosophy; annually review the programs and make any necessary adjustments.

Manage the resident grievance process by serving as the Grievance Officer for the facility; review and investigate resident discipline and grievances to ensure resident discipline is implemented fairly and with best interest of all parties and that all rights of the juvenile residents are upheld.

Serve as the Safety Coordinator responsible for managing all safety and security related functions of the facility; ensure safety inspections occur and appropriate documentation is maintained; monitor the condition of security equipment and review of security system hardware on a regular bases to ensure effective operation; conduct daily walks through of the facility to assess safety and security; assist in training of employees in safety and security measures.

Oversee all sanitation and maintenance operations related to the building and equipment within; coordinate with custodial and building maintenance personnel to ensure continued sanitation and physical condition of the facilities are maintained appropriately.

Lead the planning, developing, implementing and revising of departmental programs, services and policies/procedures; Evaluate program and client services for effectiveness, efficiency and cost containment issues; administer agency policies ensuring juvenile rights, care and safety per local, state and federal guidelines.

Participate in the recruitment, selection, evaluation and discipline of agency employees; plan, organize and supervise the work of subordinate staff; plan, develop, coordinate and implement agency programs which maintain a progressive approach to the care of youth within a correctional/detention facility.

Participate in budget preparation for the agency budget; develop organizational short term and long-range planning goals and objectives.

Locate and/or develop needed community resources in order to assist detained juveniles; participate on agency and community committees, task forces and work groups involved in corrections and human service activities as assigned by the Director.

Act as the Youth Services Center Director in his/her absence.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of state and local statutes and standards relating to juvenile correctional/detention facilities.

Considerable knowledge of juvenile correctional/detention management practices including legal rights, care, custody, health, security, welfare and program services for youth.

Knowledge of human service agencies and programs and correctional/detention agencies/programs related to adolescents and families.

Knowledge of personnel administration as it relates to hiring, supervising, disciplining and evaluating employees.

Ability to work with state and local law enforcement officials and human service agencies pertaining to the operations of a correctional facility for juveniles.

Ability to plan, organize, supervise and evaluate the work of subordinate staff.

Ability to interpret federal, state and local statutes and standards pertaining to juvenile correctional/detention facilities.

Ability to make professional and administrative decisions within the framework of county rules, policies and bargaining agreements.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with residents, family members, co-workers, law enforcement personnel and community agency representatives.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business administration, public administration, criminal justice, the social or behavioral sciences or related field plus four years of experience working with juveniles in a public or private facility including two years of supervisory experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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