

## DETENTION DIRECTOR

### CLASS CONCEPT

This is administrative, supervisory and managerial work in directing the operations of a Department of Juvenile Justice and Delinquency Prevention Detention Center, which provides short-term security of pre and post, adjudicated delinquents, status offenders and juveniles bound over to Superior Court. In addition to providing secured custody of juveniles, the facility staff provides medical, substance abuse, and psychological services to detained juveniles. Employees are responsible for directing, managing and delegating workflow and assignment of staff; program planning, development and compliance; and conflict management. Work includes supervisory responsibility for employees in the facility and accountability for the overall quality of services provided. Employees develop and maintain detention policies and procedures; evaluate and assess new and existing programs; oversee the juvenile admission process to ensure timeliness and completeness of service delivery; manage and communicate changes in law, codes, policies, procedures, program requirements, and standards, to ensure compliance with general statutes, state policies, regulations and Departmental policies and procedures. They are responsible for anticipating and developing short and long-term facility needs; coordinating contracted services; and have independent responsibility for administrative expenditures. The Detention Director is responsible for recruitment and selection, orientation, training, performance evaluations, work schedules, leave requests, safety, and morale issues of subordinate staff.

### RECRUITMENT STANDARDS

#### Knowledges, Skills and Abilities

Considerable knowledge of the principles of administration involved in operating a secured facility.

Considerable knowledge of the characteristics of juveniles and laws relating to juveniles and judicial proceedings.

Considerable knowledge of various modalities of counseling and rehabilitation of emotional/behavioral problems.

Skill in assessing juvenile needs.

Skill in establishing a rapport with a variety of treatment professionals, staff, and juveniles.

Ability to provide leadership to organize and supervise the activities of a group of employees.

Ability to effectively communicate and express ideas clearly and concisely, both orally and in writing.

Ability to relate with the population served, their families, and diverse public and private interest groups.

#### Minimum Training and Experience Requirements

Master's degree in a human services or human services related field, criminal justice, or education, and three years of experience in the treatment of juveniles, one of which must have been in an administrative or supervisory capacity; or a Bachelor's degree in a human services or human services related field, criminal justice, or education, and four years of experience in the treatment of juveniles, one of which must have been in an administrative or supervisory capacity; or an equivalent combination of experience and education.

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Necessary Special Qualification

Applicants for positions designated as Juvenile Justice Officers are subject to and must meet the hiring and training standards established by the North Carolina Criminal Justice Education and Training Standards Commission, as defined in Title 12, Chapter 9 of the NC Administrative code, by the statutory authority of GS 17C. Must be eligible for certification by the North Carolina Criminal Justice Training and Standards Council.

All degrees must be received from appropriately accredited institutions.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.