

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Assistant Division Director, Detention

Job Code: 8602

Pay Grade: 71

FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Provides direction and management of detention center functions, such as programming and operations. Facilitates strategic planning and policy formulation for assigned units and implements plans to achieve division goals. Directs the work of detention supervisors and acts in advisory capacity to the Detention Division Director.

ESSENTIAL FUNCTIONS:

- Supervises professional staff to include detention supervisors and detention officers.
- Collaborates with other court divisions to implement and monitor detention center programs and activities and communicates the philosophy and goals of the detention division within the court and to stakeholders.
- Plans, organizes, implements and directs a variety of large-scale or specialty detention programs and activities.
- Oversees the development, implementation and evaluation of programs and processes in work units, pods and central control, including quality assurance and quality improvement of programs and implementation of performance based measures.
- Facilitates the planning, organizing, and review of performance standards and applicability and accuracy of policies and procedures to enable the division to meet desired goals. Formulates effective processes for the evaluation of organizational performance.
- Participates in the recruitment and selection process of new employees, the implementation of training and development, performance evaluation, counseling, and disciplinary processes for assigned employees.
- Prepares grants for specific detention services and monitors the status of grants for approval and the expenditures of approved grants.
- Analyzes and evaluates programs and services for efficiency and effectiveness.
- Recommends new programs and services and modifications to existing programs and services.
- Acts on behalf of the Detention Division Director in his/her absence and may participate in court leadership meetings to represent the division.
- Performs other duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of management and administrative responsibilities such as goal setting, performance management, project management, planning and delivering technical support services.
- Must have considerable knowledge of the principals of psychology, juvenile justice, social sciences related to youths, ACA Standards, OJJDP, AOC Operational Guidelines and best practices for juvenile detention care.
- Must have knowledge of detention and probation functions, policies, practices, procedures, and court operations.
- Must have knowledge, skill and the ability to identify, mobilize, and develop therapeutic engagement programs and processes.
- Must have knowledge and skill in the principles and practices of effective leadership, supervision, employee development, team building, and administrative duties, such as budget and program administration.
- Must have the skills to operate a desktop computer and work with Microsoft Office software.
- Must have the ability to gather and analyze data, prepare analytical reports, provide information in a presentation format, and offer objective solutions.
- Must have the ability to communicate effectively, in writing and orally, with a wide variety of court employees including judges and staff, court administration and directors, detainees and families, community agencies, and the general public.

MINIMUM REQUIREMENTS:

A Bachelor's degree from an accredited college or university with a major in a behavioral science, business, public or judicial administration, or a related field and five years of professional level administrative or supervisory experience, preferably in a court organization. OR a Master's degree and three years of professional level administrative or supervisory experience. OR any equivalent combination of experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License at time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Detention Division Director. This position performs duties under limited supervision and directs detention supervisors and administrative support staff of the assigned unit within the Detention Division. This position acts as designee for Detention Division Director when assigned.

Date: 10/25/04

Revised: 11/22/04; 07/05; 11/02/06, 10/26/07, 4/20/09