

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Division Director, Detention Services

**Job Code:** 8600

**Pay Grade:** 77

**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Responsible for the administration and management of the Juvenile Court Detention Center. Organizes and deploys personnel and budgetary resources in order to achieve Court Center's goals and objectives. Provides leadership for the staff to employ a therapeutic engagement approach to youth and families for their skill development. Oversees the efficiency of programs and operations and the effectiveness of program implementation, development, and evaluation.

### **ESSENTIAL FUNCTIONS:**

- Provides day-to-day leadership and administration for Detention functions and activities under the oversight of the Deputy Court Administrator and Court Administrator.
- Organizes detention work groups and their leadership in order to successfully accomplish detention activities, functions, and goals.
- Builds effective work groups for the delivery of quality Detention services.
- Develops short- and long-term goals for detention under the direction of the court administration and in collaboration with the members of the court management team.
- Develops budgets, monitors and approves expenditures, and modifies budget allocations to meet current needs and revenues.
- Assesses the needs of offenders and the community and develops, implements, and facilitates programs and processes to effectively serve the offender population to reduce recidivism and unnecessary detention.
- Evaluates programs to determine effectiveness.
- Oversees personnel development, recognition, evaluation and corrective actions.
- Oversees detention staff hiring and terminations in coordination with Human Resources and Court Administration for the fair, effective, and efficient use of human resources in the delivery of Detention Division Services.
- Prepares and delivers clear and effective written and oral presentations.
- Seeks to establish friendly, long-term relationships with key or influential people, groups or agencies, builds communications, identifies and anticipates issues and influences decisions for the enhancement of services for offending youth.
- Performs related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of Juvenile Court laws, rules, regulations, policies, procedures, principles of psychology, juvenile justice, social sciences, and the principles and practices of detention and probation.
- Must have knowledge of Model Court and operational guidelines for OJJDP and AOC.
- Must have knowledge of principles and practices of program administration, budget administration, organizational theory, public policy processes, and strategic planning.
- Must have skills in setting and implementing goals, performance management, and project management, as well as planning and delivering technical support services.
- Must have skills in writing and reviewing analytical reports which address program concerns and needs.
- Must have skills in maintaining effective working relationships with staff and community organizations.
- Must have skills in formulating solutions to all types of operational problems.
- Must have skills in developing and implementing program goals and objectives.
- Must have skills in data interpretation and analysis, writing and reviewing analytical reports which address program concerns and needs.
- Must have the skills to operate a desktop computer and Microsoft Office software applications and Windows based software.
- Must have skill in analyzing and evaluating programs and services and structuring new programs and process improvements.
- Must have the ability to communicate effectively with staff employees, court administration and management, judges, government and community agency representatives, community leaders, Administrative Office of the Court officials, and the general public.

**MINIMUM QUALIFICATIONS:**

A Master's degree from an accredited college or university with a major in behavioral or social sciences, public administration, criminal justice or a closely related field and five years of progressively responsible administrative experience in juvenile justice, preferably in a court organization. OR a Bachelor's degree from an accredited college or university with a major in behavioral or social sciences, public administration, criminal justice or a closely related field and seven years of progressively responsible administrative experience in juvenile justice, preferably in a court organization. Experience as a Detention Director is preferred. OR any equivalent amount of experience, training, and/or education approved by the Court Administrator and 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 that reports to the Deputy Court Administrator. This position performs duties under limited supervision and directs the daily operations and functions of a large detention center and its staff.

Date: XXXXX

Revised: 11/19/04, 07/01/05, 10/26/07, 5/1/09