



## JUVENILE COURT MANAGER OF DETENTION AND FACILITIES

**Department:** Juvenile Court  
**Job Class #:** 266000  
**Pay Range:** Professional 12

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### **GENERAL FUNCTION**

An employee in this class is responsible for planning, directing, and coordinating the activities of the detention, medical, food services, and facilities of the Pierce County Juvenile Court. Duties include developing departmental goals and objectives; developing and enforcing operational policies and procedures; and evaluating program operations and effectiveness. Responsibilities include the exercising of independent judgment and authority in recommending and executing disciplinary actions; establishing standards of performance and evaluating the performance of subordinate staff; and in developing and providing in-service training.

Work is performed under the direction of the Juvenile Court Administrator, and is assigned in terms of broad policy statements and general goals and objectives. Methodologies and specific techniques are left to the discretion of the incumbent. Work is reviewed periodically for fulfillment of program objectives, for conformance with governing laws and regulations, and for fiscal authority.

By virtue of title and responsibility is a permanent member of the management team and as such participates in the development and implementation of organizational goals, objectives, policies and procedures.

The Juvenile Court Manager of Detention and Facilities is an exempt position and serves at the pleasure of the Appointing Authority.

### **ESSENTIAL FUNCTIONS**

- Manage, supervise and coordinate the activities of detention, medical, food services, and facilities; develop program and operational goals and objectives; determine work procedures and guidelines to meet changing conditions; prepare work schedules and determine methods for expediting workflow.
- Assure that detainees are given proper health, nutritional and recreational care; assure that security precautions are sufficient to safeguard detainees and the public; assure that the facility is properly cleaned and maintained.
- Must develop expertise in PREA standards and promote a zero-tolerance culture toward sexual abuse and sexual harassment. In addition to establishing a written policy that outlines the agency's approach to sexual misconduct prevention, detection and response, the manager must identify staff to coordinate and monitor those efforts. The manager will oversee and collaborate closely with the agency's PREA coordinator.
- Assume responsibility for maintenance of departmental records and documents; review all disciplinary actions taken by detention staff in controlling detainees.

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- Plan in-service staff education, training and development; provide technical assistance with extremely complex atypical problems.
- Prepare budget requests and amendments; approve and control program expenditures.
- Evaluate individual and program accomplishments; approve and control program expenditures.
- Prepare application for local, state and/or federal funding grants; administer grant programs, provide supervisory controls.
- Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the County, department, division and individual work groups.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.
- Lift and carry up to 20 lbs.

#### **OTHER JOB FUNCTIONS**

- Perform other job functions as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Work is performed under general supervision of the Court Administrator with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the Court Administrator for thoroughness, timeliness and compliance with regulations, policies and procedures. The Juvenile Court Manager of Detention and Facilities may be required to assign tasks and ensures completion in an accurate and timely fashion. This position has full supervisory responsibility for assigned staff.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Juvenile Court Manager of Detention and Facilities works in an office environment within the detention facility on a daily basis. Travel to various work sites is required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise. Some stress is associated with the work.

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**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Must have finger dexterity to operate equipment used in the position, and be able to talk, see, and hear. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Prison Rape Elimination Act (PREA).
- Juvenile Detention Alternatives Initiative (JDAI).
- Adolescent brain development.
- Trauma informed care.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- Thorough knowledge of principles of detention administration; considerable knowledge of the current literature, trends, and developments relative to delivering detention services in the juvenile justice system.

#### **Ability to:**

- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.
- Plan, direct, and evaluate the work of subordinates.
- Develop and implement administrative standards and procedures, and to evaluate their efficiency and effectiveness.
- Assume state wide leadership role(s) per Court Administrator directives.
- Set goals, plan establish procedures, and anticipate and effectuate changes as needed.

### **MINIMUM REQUIREMENTS TO APPLY:**

A Bachelor's Degree with course work in corrections, social work, management or a closely related field **and** at least 5 years experience in the juvenile justice field with at least 2 years of which must have been in a supervisory position, in which compensated employees were supervised. Additional education in management and supervision is preferred. Must have completed the first line supervisor and management

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training at the Washington State Criminal Justice Training Commission prior to completion of the probationary period

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license is required when travel is required of the position. Ability to successfully complete a polygraph examination, all required background investigations including submission of fingerprints.