



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Juvenile Justice Deputy Director  
Department: Juvenile Justice  
FLSA Status: Exempt  
WC Code: 8810  
Effective Date: July 1, 2017  
Last Revised: July 1, 2017  
Pay Grade: NU18  
Union: Non-Union (Management)

#### SUMMARY

Responsible for the quality control of procedures, policies, training, and programs related to youth in courts, under supervision, and in the Shelter/Detention Facility. Overall management of the detention and shelter facilities including the direct supervision of all non-union staff, development and oversight of all programs involving youth in shelter or detention, facility, budget planning, and maintenance of the shelter and detention facilities. Work is performed under the general supervision of the Juvenile Justice Director.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification).

1. Responsible for the overall detention program; including program development and enhancement; revenue production through grant writing and other methods. Develops and implements policies and procedures for the detention facility in accordance to Oregon law and statewide facility standards. Oversee and approve training and staff development programs for shelter/detention staff.
2. Responsible for the development and enhancement of departmental relationship with law enforcement and other outside agencies. Represents the Director and the department in the community and the state by serving on boards and committees dealing with youth and juvenile justice issues. Serves as department representative to the Josephine County Mental Health Advisory Board and Chairs the Josephine County Commitment Alternative Program Committee. Coordinates the department's Safety Committee. Serves on the Josephine County Multi-Disciplinary Team in the director's absence.
3. Supervises and evaluates the Shelter/Detention management team.
4. Supervises, evaluates and coordinates Court and Field services and Probation Staff.
5. Provides staff members and management team with technical and/or professional assistance on an as needed basis.

6. Assists the Director in the development of departmental policies, training manuals and/or programs related to juvenile court and field services. Assists in the development of budgets and strategic work plans.
7. Assists the Director in researching and preparing grant proposals for program development and enhancement.
8. Assists the Director in maintaining funding for juvenile services by managing and monitoring intergovernmental /interagency agreements, grants and contracts.
9. Participates as a member of the department's management team in planning for program development and implementation, staffing and budgetary concerns.
10. Serves as the "Acting Director" for the department in the Director's absence.
11. Other duties as assigned by the Juvenile Justice Director.

### SUPERVISORY RESPONSIBILITIES

Directly manage and evaluate Detention and Shelter Program managers and Juvenile Justice Court and Field Staff. Is responsible for the overall direction, coordination, and programming in the Shelter and Detention facilities with the assistance of the Program Supervisor. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION AND EXPERIENCE

Bachelor's degree or equivalent in criminal justice, social service or related field and six years (three years of management specific experience) related experience; or equivalent combination of education and experience. Requires thorough knowledge of the juvenile justice system, juvenile behavior and adjustment problems and methods of addressing behavior; court procedures; programs and resources available to youth; principles of supervision and personnel practices. Considerable knowledge of budgeting and record keeping is desired.

### JOB IMPACT

Consequences of error could include exposure to: litigation, public embarrassment, physical harm to individual clients due to improper assessment or treatment, unavailability of services, interpretation/enforcement of applicable laws and regulations; and loss or reduction of funds due to failure to comply with applicable law and guidelines.

### JOB CONTACTS

This position requires working with other County programs, law enforcement personnel, state agencies, regional and state organizations, the media, public advocacy groups and the community to coordinate efforts and to ensure that division efforts are directed toward achieving service needs of the community. This position requires representing the Division to the public and serving on committees involving youth and public safety. Partners include DHS, OYA, Mental Health, law enforcement and other agencies.

### LANGUAGE SKILLS

Ability to design, organize and direct the work of others to meet overall objectives and goals; design and structure goals, objectives and programs to address the needs and concerns of the community; communicate effectively both verbally and in writing; establish and maintain a positive working relationship with criminal justice and community partners and service providers. Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Be able to respond to common inquiries or complaints from customers, regulatory agencies and members of the community.

### MATHEMATICAL SKILLS

Ability to calculate figures and amounts, such as discounts, interest, commissions, proportions, percentages, circumference and volume. Be able to apply concepts of basic algebra.

### REASONING ABILITIES

Ability to interpret and apply laws, regulations and court decisions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### OTHER SKILLS AND ABILITIES

Employee must be able to manage multiple tasks at the same time and to remain calm and focused in the face of multiple, simultaneous demands. Must be able to defuse angry clients; maintain the safety and control of up to 30 youth and multiple staff persons at the same time.

### CERTIFICATES, LICENSES, REGISTRATIONS

M Possess or have ability to obtain a valid Oregon Driver's License; safe driving record. Certified by the Oregon Juvenile Department Director's Association and Detention Standards and Training Academy certification; have First Aid / CPR Certification. These certifications must be obtained within the first six months of employment in this classification.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	<b># of pounds = 25</b>			
<input type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: Reading, writing, driving			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: yes			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>