



# 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 Director  
Department: Juvenile Justice  
FLSA Status: Exempt  
Job Code: 2405  
WC Code: 8810  
Effective Date:  
Last Revised: January 1, 2018  
Pay Grade: D7  
Union: Non-Union (Management)

#### SUMMARY

Plans, organizes, and manages the development, implementation, and on-going operation of a professional, specialized program or small highly professional programs included within the Juvenile Department, including budget oversight, fiscal controls and budget design. Responsible for the supervision and management of procedures, policies, training, and programs related to youth referred to Juvenile Justice through the court and diversion process, in custody and dependents in Detention and in the division's counseling, education, divorce mediation / parent education, and the Child Abuse Multidisciplinary Team (CAMI) program. Work is performed under the general direction of the Board of Commissioners who reviews work primarily on the basis of results attained and conformance to established County policies, state and federal regulations.

Works with State Courts, Local Public Safety Coordinating Council, State Legislature, Oregon Youth Authority, Department of Human Resources and other governmental agencies. Determines the most effective utilization of resources in order to carry out agency goals and objectives for providing services to the citizens of the County, criminal justice system and juvenile offenders, their families and victims. Performs work on special projects related to criminal justice system as required.

#### 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. Supervises employees including the processes of assigning and reviewing work, scheduling and approving time off, training, evaluating performance, taking necessary disciplinary action, and effectively recommending on hiring and termination decisions.
2. Provides staff members with technical and / or professional assistance on an as-needed basis.
3. Develops departmental policies, training manuals and / or programs.
4. Facilitates the development, management and evaluation of departmental programs.

5. Researches and prepares grant proposals for program development and enhancement.
6. Maintains funding for juvenile services by monitoring intergovernmental / interagency agreements and contracts.
7. Serves as the direct liaison with the Courts, Oregon Youth Authority and Interstate Compact, Department of Human Services and law enforcement agencies.
8. Represents the department in the community and the state by serving on boards and committees dealing with youth and juvenile justice issues; specifically, the CAP committee, the Multi-Disciplinary Team, the Judicial Advisory Meeting, the Family Law Advisory Committee, Oregon Juvenile Department Directors Association, and LPSCC, etc.
9. Oversees the department's management team in planning for program development and implementation, staffing and budgetary concerns.
10. Conducts unit meetings for Juvenile Field Services.
11. Responsible for the preparation, monitoring and reporting of the department's budgets. Assures that program delivery occurs within approved funding levels.
12. Directs the day to day operations of the Juvenile Department.
13. Responsible to see that contracts, intergovernmental agreements, letters of agreement, and other legal agreements are properly negotiated, developed and administered.
14. Assesses the quality of programs or services provided by collecting, reviewing and evaluating data. Consults with staff and reviews information to determine what improvements are needed.
15. Represents Juvenile Justice regarding media inquiries.
16. Research, compile and present periodic reports on Juvenile Justice.
17. Participates in planning processes with other departments and programs within the County.
18. Reviews misdemeanor law enforcement referrals for legal sufficiency.
19. Assigns legally sufficient cases to appropriate staff for disposition based on criminal history and level of risk.

#### SUPERVISORY RESPONSIBILITIES

Provides direct supervision to approximately 7 employees, including the administrative supervisor, Court Mediator, Juvenile Court Counselors / POs, Child Advocate and transport staff. General oversight for the Juvenile Justice Department, including approximately 9 FTE. Programmatic supervision of CAMI, Divorce Mediation, and Juvenile Court and Field Services. Is responsible for the overall direction, coordination and evaluation of the juvenile department. Carries out supervisory responsibilities in accordance with department rules, county 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 or related field (Master's degree preferred); and six years related experience and / or training; or equivalent combination of education and experience. Requires thorough knowledge of the juvenile justice system; juvenile behavior and adjustment problems and methods of treating them; 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.

### 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 partners and service providers. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and / or boards of directors.

### MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### 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

Possession of or ability to obtain a valid Oregon Drivers License; safe driving record.

### CERTIFICATES, LICENSES, REGISTRATIONS

Must have skills training certification as indicated and approved by the Oregon Juvenile Directors Association.

### 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 checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input 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"/>