



JULY 2019
FLSA: EXEMPT
Bargaining Unit: SM
JCN: 5699

SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes, directs, and manages the operations and administrative activities of the entire juvenile institution, which includes food services, program planning, and direct client services; reviews and evaluates the functions and activities of the County youth institutions; ensures the values of the department and the policies of the County are enforced; provides highly complex assistance to the Chief Probation Officer; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Probation Officer. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for overall management and administration of the County's youth institutions, including the development of objectives, and design and implementation of supporting programs, processes, policies, and/or procedures to successfully achieve those objectives. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the Deputy Chief Probation Officer in that the latter is a division head with overall management responsibility for multiple functions and/or multiple locations in community corrections activities.

This class is further distinguished from the Chief Probation Officer in that the latter has overall management and administrative responsibility for all County probation and juvenile institution functions, staff, and activities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Assumes overall management responsibility for the operations, programs, and activities of the juvenile institution, including the care and custody of youth.
- Manages and participates in the development and implementation of goals, objectives, work standards, and juvenile institutions policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Assists in the development, administration, and monitoring of the annual budget for the youth institutions function.
- Reviews daily records and reports for youth institutions to ensure completeness, accuracy, and compliance with policies and procedures; identifies and resolves problems or discrepancies.

- Coordinates youth institutions activities with those of other divisions, County departments, and public and private agencies; consults and confers with Deputy Probation Officers, physicians, teachers, law enforcement personnel, and others regarding cases.
- Develops ongoing and relevant staff training programs and works with supervisory staff in assessing and directing those programs.
- Researches, prepares, or directs a variety of studies and reports regarding youth institutions; prepares presentations for County management and other agencies.
- Directs and assists volunteers and volunteer organizations in implementing the various programs provided for the occupants of youth institutions.
- Oversees shift coverage and assists in developing staff work schedules.
- Represents youth institutions and the Probation Department at hearings, meetings, and conferences as directed.
- Counsels youth and/or their families in difficult cases; participates in grievance hearings for detainees.
- Acts on behalf of the Chief Probation Officer as assigned.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of a youth institution.
- Administrative principles and practices, including goal setting, as well as program and budget development and implementation.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Peace officer standards and STC training.
- Applicable federal, state, and local laws, ordinances, and policies applicable to youth custody and probation.
- Principles and practices of the Penal Code, Welfare and Institution Code, Title 15, Title 24, juvenile laws, drug laws, and search and seizure laws.
- Principles and practices of applied psychology and cognitive behavioral restructuring and child development.
- Basic principles, practices, methods, and equipment used in operating a youth institution.
- Basic principles of evidenced-based custodial treatment programming and delivery.
- Basic principles of education programs and requirements for youth in custodial environments.
- Effects of confinement on detained youth.
- Effects of staff working in an institutional/confinement environment.
- Basic understanding of nutrition, food preparation, and food management in an institutional environment.
- Advanced principles, practices, and procedures of juvenile, probation, and criminal and civil justice systems.
- Report writing and recordkeeping principles and techniques.
- Basic budgetary principles and practices.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide administrative and professional leadership and direction over a juvenile institution.
- Analyze operational and administrative problems of a youth institution, evaluate alternative solutions, and recommend effective courses of action.
- Assess and evaluate the risks and needs of youth in detention.
- Develop and monitor rehabilitation treatment programs for probationers.
- Develop and implement effective case management strategies, including involvement of appropriate adjunct services and therapies.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Prepare clear and concise reports, correspondence, and other written material.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in behavioral science, public administration, psychology, criminology, sociology, criminal justice, or a closely related field;

AND

Three (3) years of increasingly responsible supervisory experience in a juvenile institution equivalent to the Supervising Deputy Probation Officer - Institutions.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License by time of appointment and a satisfactory driving record.

- Completion of, or ability to complete within one (1) year of employment, 80 hours of STC Manager/Administrator CORE Course, PC832.
- Completion of, or ability to complete within one (1) year of employment, a First Aid and CPR certification, and required 40 hours annually thereafter.
- Must meet and maintain standards for peace officers as specified in the California Government Code Section 1031.
- Possession a valid firearms certificate and maintenance of a firearms qualification may be required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a vehicle to various County and meeting sites; maintain California Board of Corrections physical standards, including mobility, physical strength, and stamina to respond to emergency situations and to perform assigned duties; vision to maintain firearms qualification and to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate public safety equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds as necessary to perform job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees may travel to different locations and could be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures. The duties of this class are performed in an environment with exposure to criminal offenders, delinquent youth, mentally ill individuals, physically violent/aggressive persons, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be able to work irregular, long, rotating, and emergency shifts. Candidates not currently employed as a peace officer with the County's Probation Department must also successfully meet all requirements for peace officer status pursuant to Government Code Sections 1029 and 1031, including a criminal history check, comprehensive background investigation, and psychological and medical evaluation.