



## Job Description

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<b>TITLE:</b> Juvenile Services Director	<b>JOB CODE:</b> 1240
<b>DEPARTMENT:</b> Juvenile Services	<b>FLSA:</b> Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Executive
<b>UPDATED:</b> April 11, 2022	<b>WORK LOCATION:</b> Farmington, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** Under executive direction from the County Manager, the Juvenile Services Director will plan, direct and evaluate the activities and operations of the Juvenile Services Center including: assessment, detention, shelter bed, residential substance abuse treatment, and community services; coordinates activities with Juvenile Courts, Juvenile Probation and Parole Offices, Juvenile Assistant District Attorney, and other Juvenile agencies.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Direct operations and staff; prioritize and assign work and projects; select, train, motivate, and evaluate personnel; plan and coordinate staff training and professional development; implement discipline and termination procedures.
- Provide leadership direction to staff on conflict resolution, planning, and work assignments.
- Recommend, evaluate, and implement approved department goals and objectives; recommend and administer approved department policies and procedures; ensure activities comply with applicable laws, policies and procedure, standards, and regulations.
- Direct and participate in the planning and development of juvenile programs and operations; review and evaluate results, methods and procedures, and overall program effectiveness and reports such findings to the County Manager for appropriate action.
- Develop and monitor the budget; prepare special and recurring reports, budgets, grants, proposals and contracts; recommend and implement approved changes to existing policies.
- Conduct research and planning; monitor industry trends and identify potential changes; analyze workload and recommend staffing assignments and adjustments; manage projects including grants and capital projects.
- Assist with the preparation of grant funding requests; prepare division budgets based upon available funding.
- Monitor daily activities of juveniles, staff and others within the program; monitor facility environment that ensures the care, custody and control of the juvenile population is maintained.
- Research, investigate, and resolve employee and juvenile complaints to ensure the successful program operation.
- Monitor and evaluate trends in juvenile programs; and recommend operational improvements.
- Coordinate approved contacts with community organizations and the general public regarding the policies and aims of the Juvenile program.
- The Juvenile Services Administrator will coordinate with city, county, state and federal law enforcement agencies, CYFD, District Courts, County Administration, District Attorney, Advisory Councils and/or public and private agencies that interact with the Juvenile Services Center.
- Perform other related duties as assigned by the County Manager.

### Required Knowledge and Skills:

- Knowledge of applicable laws and regulations, and State standards for juvenile programs.
- Knowledge of the New Mexico criminal justice and court systems, procedures and protocols.
- Knowledge of trends and practices in juvenile detention.
- Knowledge of practices and procedures of juvenile detention, shelter bed and juvenile issues.
- Knowledge of juvenile behavior and adjustment problems and various methods and approaches to treatment.
- Knowledge of principles and practices of managing juvenile detention and shelter bed facilities.

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- Knowledge of principles and techniques for the development and implementation of juvenile assessment programs.
- Knowledge of the laws and regulations related to juvenile detention and treatment.
- Knowledge of organization and management practices.
- Knowledge of principles and practices of organization, administration and personnel management.
- Knowledge of principles of supervision, training and performance evaluations.
- Knowledge of County policies and procedures.
- Skill in planning, organizing, and directing juvenile assessment, detention, and shelter bed facilities.
- Skill in preparing and administering a department budget.
- Skill in supervising and motivating staff.
- Skill in exercising sound judgment in decision making.
- Skill in establishing and maintaining effective working relationship with the courts, the District Attorney, Police and other public or private agencies.
- Skill in the use of a personal computer and standard business software.

**Education and Experience:**

- Bachelor's Degree in Business Administration, Public Administration, Criminal Justice or a related field and eight (8) years of experience in the Juvenile Justice System; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Five (5) years of administration and management experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Working conditions are typical juvenile detention facility settings; involves the potential for high stress levels and exposure to hostile situations; some non-standard work hours are required.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____