



## Job Description

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<b>TITLE:</b> Juvenile Services Deputy Director	<b>JOB CODE:</b> 2660
<b>DEPARTMENT:</b> Juvenile Services	<b>FLSA:</b> Exempt
<b>PREPARED:</b> January 2011	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b> April 12, 2022	<b>WORK LOCATION:</b> Farmington, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** Under general direction of the Juvenile Services Director, performs professional and technical duties pertaining to the operations of the department and resident management. Performs a variety of administrative and support functions; assesses and resolves a variety of administrative problems and inquiries; prepares a variety of administrative and financial documents; maintains records; takes a positive role in developing policy and procedures for the facility which promote the best practices in detention and ensures compliance with all applicable CYFD Detention and Shelter Standards and Laws.

The Juvenile Services Deputy Director shall have excellent communication and interpersonal skills; must be assertive, direct, and diplomatic. The Deputy Director shall embrace the department's goals and objectives and work to support and implement them.

**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.*

- Responsible for oversight of the day-to-day operations of the continuously operating San Juan County Juvenile Services Center. Serve as Director in his/her absence.
- Supervise the work of all Juvenile Services staff members by providing direction, coaching, and counseling; assist the Juvenile Services Director and staff to maximize the potential of individual positions.
- Collaborate with department director in administrative functions and general program operations; coordinate services of managerial staff.
- Ensure compliance with all applicable laws and regulations; assist with ensuring training compliance for all Juvenile Services staff members.
- Coordinate with department director and supervisory staff to develop and to implement department's goals and plans.
- Assist the Juvenile Services Director and staff to maximize the potential of individual positions.
- Responsible for operations, activities and security of department to include the recommendation and implementation of the department's policies and procedures.
- Coordinate and perform a range of staff and operational support duties; serve as liaison between departments and operating units in the resolution of day-to-day administrative and operational problems.
- Supervise special projects and department functions as assigned and direct personnel as necessary in the specific project areas.
- Assist the Juvenile Services Director in personnel related issues (i.e. interviewing, hiring process, performance reviews, progressive discipline, etc.). Oversee the training and evaluation of subordinate staff.
- Work in cooperation with private, public and governmental agencies as a liaison for the Juvenile Services Facility.
- Prepare and assist in the preparation of regular statistical and narrative reports; perform basic information gathering, analysis, and forecasting as directed.

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- Review assigned program procedures and management controls; recommend changes to administrator or implements procedures and/or policies as needed.
- Identify suitable areas for strategic improvement in departmental operations; develop plans to initiate improvements, coordinate implementation of those plans; monitor and reports on the results.
- Perform other related duties as assigned.

#### **Required Knowledge and Skills:**

- Must possess excellent organizational skills and be able to effectively handle multiple concurrent assignments and activities.
- Knowledge of principles, methods, and practices of management and supervision.
- Knowledge of applicable Federal and State laws and regulations.
- Knowledge of County policies and procedures.
- Knowledge of counseling and social work principles and practices, particularly related to juvenile offenders.
- Ability to interact professionally and to work productively with the public, agency representatives, and County employees, or as a team member or leader.
- Thorough knowledge of the purpose and reasons for detention, to include knowledge of community services and facilities available for juvenile offenders.
- Must have organizational ability as well as be adaptable and flexible while maintaining a safe environment.
- Must be able to balance nurturing and listening while setting limits.
- Must possess understanding of a variety of lifestyles, behaviors, and cultural and spiritual practices.
- Knowledge of budgeting, forecasting, cost control, project management principles, performance monitoring, and administrative and managerial principles/practices of governmental agencies.
- Skill in effectively managing, supervising, coordinating staff, and delegating tasks and authority.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in working with a wide variety of professionals, including law enforcement, the judicial, mental health, education and probation.
- Skill in planning, organizing and evaluating projects and programs.
- Ability to communicate effectively in both oral and written English, to prepare accurate and informative written materials.

#### **Education and Experience:**

- Bachelor's Degree in management, public administration, Criminal Justice, or social services and five (5) or more years of employment in a juvenile services setting, at least three (3) of which are at a supervisory or administrative level; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- 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.
- Full-time work hours for this position consist of non-traditional hours, such as weekends, evenings, and on-call rotation as a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.

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- 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:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_