



DEPUTY CHIEF OF JUVENILE INSTITUTIONS

DEFINITION: Under general direction of the Chief Probation Officer, plans, organizes, and directs the operations and activities of the County Juvenile Hall, and performs related duties as required. This position is an integral member of the Probation Department's management team.

ESSENTIAL JOB DUTIES: Directs the overall operation of the juvenile hall; recommends and implements the development of policies and procedures within the framework of juvenile court laws and implements and administers same; establishes a 24-hour program for detainees; develops, administers and evaluates juvenile treatment programs; assures the medical and dental needs of detainees are met; maintains effective working relationships with law enforcement agencies, County Mental Health and Public Health Division of the Health and Human Services Agency; provides guidance in unusual situations and emergencies; directs, supervises, and evaluates the work of juvenile hall staff; hires, disciplines, and discharges staff; develops and manages the budget for juvenile hall; keeps records and writes reports; conducts and coordinates general staff orientation and training programs; makes periodic check of facilities at all hours; assures the maintenance of proper levels of security, discipline, sanitation, and safety; explains and interprets the purposes and functions of juvenile facilities to interested groups; disciplines detainees for infraction of rules in accordance with established policies; conducts individual and group meetings with detainees to discuss problems; confers with personnel assigned by the Superintendent of Schools as to coordination of classroom instruction; coordinates, with the Chief Probation Officer, the ordering of clothing, supplies, and juvenile hall equipment as needed through inventory procedures; establishes, reviews, general upkeep of procedures and operations manuals and policies, continuously seeking improvement in all operations; coordinates with State agencies; develops grant applications and administers grant awards; other related duties as assigned.

The applicant must be able to climb and descend stairs while walking or running; lift and carry objects weighing up to 25 pounds; bend, extend, and twist body in course of duties; physically defend self (using hands and arms, or feet) against an attacking probationer or other individual; physically subdue and restrain and handcuff resisting probationers and, using lifting motion, assist handcuffed individual from a prone position and his/her feet or into seat of vehicle; use hands and fingers to search; drive a motor vehicle.

EMPLOYMENT STANDARDS

Education/Experience: Graduation from a four-year college or university with major coursework in a behavioral science, public administration, administration of justice or a closely related field; **PLUS** six (6) years of experience in County Probation with at least four (4) years in Juvenile Field Services and two (2) years of administrative or supervisory experience.

Knowledge of: Laws pertinent to juvenile institutional administration; the psychology of adolescence, the causes of juvenile delinquency and the principles and methods of rehabilitative counseling of delinquent and disturbed juveniles; principles and practices of personnel management and employee relations; principles and methods of directing group activities; modern methods, psychological principles and techniques applicable to the care and rehabilitation of juvenile delinquents.

Ability to: Plan, organize, and direct the activities of an institution for the care and custody of juveniles; prepare clear and concise reports; analyze investigative material and formulate an effective rehabilitative program for juvenile wards; plan and direct the work of others; speak and write effectively; work cooperatively with those contacted in the course of work.

Special requirements: Must be eligible for peace officer status under Penal Code Section 830.5. Certain positions may be required to carry firearms pursuant to Penal Code 830.5. Must possess certifications to meet California Penal Code Section 832 requirements regarding arrest, search, and seizure; must possess Board of Corrections Certificate for Deputy Probation Officer Core Training and evidence of continued compliance with annual training requirements. Must successfully complete pre-employment background investigation, psychological examination, and physical examination, including drug screen; must possess a valid operator's license issued by the California Department of Motor Vehicles; must possess or obtain during the probationary period, valid first aid and CPR certificates.