

DIRECTOR OF JUVENILE DEPARTMENT

GENERAL STATEMENT OF DUTIES: Directs the activities and operation of the juvenile department and the juvenile foster home and detention facilities; does related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Board of Commissioners, who outlines policy guidelines and reviews work for effectiveness and conformance with policy through conference and review of reports.

SUPERVISION EXERCISED: Exercises full supervision over a small number of employees engaged in counseling and clerical activities.

EXAMPLES OF PRINCIPAL DUTIES: An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Develops plans and procedures for administration of the county program for supervision and rehabilitation of maladjusted and delinquent minors; provides for training of staff members.
2. Confers with counselors and guides them in problems and procedures relating to the investigation of cases.
3. Prepares departmental budget and maintains budgetary controls.
4. Confers with the Juvenile Judge about facts relating to juvenile cases coming before the court and attends court hearings.
5. Confers with parents regarding individual problems of children and answers public inquiries concerning departmental policies and administrative decisions.
6. Addresses civic groups to explain and interpret policies and aims of the county program for juveniles.
7. Works with schools, welfare agencies, institutions, police agencies, and the district attorney in matters pertaining to delinquent children.
8. Supervises preparation of daily, monthly, and annual reports to the court and statistical agencies.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of juvenile behavior problems and methods of treating them; thorough knowledge of parole and child welfare laws of

the state; thorough knowledge of forms and devices used in ascertaining intelligence, personality or other related aptitudes and traits; skill in individual work with maladjusted children and adolescents; ability to coordinate a social service program with a juvenile placement home program; ability to supervise and coordinate the work of subordinate employees.

EXPERIENCE AND TRAINING:

Three years experience in child welfare or juvenile court work involving counseling of maladjusted youth or juvenile parole and preparole investigations; and graduation from a four-year college or university preferably supplemented by graduate work to the level of a masters degree in social casework, sociology, or psychology; or any satisfactory equivalent combination of experience and training.