

# LINN COUNTY CLASSIFICATION

**TITLE: JUVENILE DEPARTMENT DEPUTY DIRECTOR**

**NUMBER: 638**

**APPROVAL ORDER NUMBER: 2024-168**

**PAY RANGE: 24**

**DATE: MAY 28, 2024**

**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs administrative, supervisory and organizational duties in assisting the Director with the management of the Linn County Juvenile Department. Serves as the Director in the Director's absence and represents the Director on various occasions.

SUPERVISION RECEIVED: Works under the general direction of the Director who establishes policies, goals, objectives and guidance for the management of the department. The Deputy Director exercises judgment in the method and procedures for performing duties and carrying out directions. Work is reviewed through alignment with the department vision, mission and goals accomplished. A person in this classification is expected to function with significant independence in the development of programs, activities, methods and procedures.

SUPERVISION EXERCISED: Exercises direct supervision over the Probation Unit and indirect supervision over all juvenile department employees including Program, Detention and Office Managers. Has the authority to formulate and carry out management decisions and represents management interests by taking or effectively recommending discretionary actions that control or implement department policy.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assists the Director in planning, managing, directing and organizing the activities and operations of the Juvenile Department through effective planning, staff management and resource allocation; plans and directs department programs and projects; assures operations of the Juvenile Department's services and probation programs are consistent with the values of Linn County and in compliance with federal and state regulations.
2. Assists with developing operating policies and procedures to support the department's strategic plans, goals and assures effective use of County resources.
3. Assists with developing, implementing, administering and reviewing department budget in coordination with the Director, Office Manager and Management Team. Implements changes necessary to maintain regulatory compliance and improve service delivery.
4. Directs staff, reviews work activities and evaluates work performance; trains employees and provides direction and guidance on technical and performance issues; holds staff accountable for quality results; and, assures staff are meeting work plan goals and objectives.

5. Meets regularly with staff to discuss and resolve workload, quality standards and technical issues; monitors operations to identify and resolve problems; and, assures department programs meet County goals.
6. Assists with the assessment, planning, development and evaluation of programs and services and assures the level of services keeps pace with the County's needs.
7. Prepares and presents status reports; assures effective communication of department operational and technical issues; assures all operational, legal, technical and financial issues are properly addressed and resolved.
8. Assures that juvenile cases appearing before the Circuit Court have recommendations which are consistent with the department's vision, mission and are equitable for all youth.
9. Assist the Director with providing after-hours emergency services for the department.
10. Has direct supervision over the Probation Unit and develops operating policies and procedures to support the strategic plans, goals; manages assigned programs and provides leadership to accomplish Linn County Juvenile Department's goals; assigns work, provides advice and counsel, interprets policies and regularly evaluates work for completeness. Assigns responsibilities, consults with and reviews the performance of the Probation Unit on a regular basis.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:**

Comprehensive knowledge of County organization, operations policies and procedures; juvenile justice systems, including evidence based best practices, treatment services and family treatment; applies the effective intervention, evidence-based practices and researches informed decision-making in the daily activities within the juvenile justice field; assesses and prioritizes multiple tasks, projects and demands; communicating effectively

family dynamics, normal and abnormal development and behavior and interviewing techniques.

Thorough knowledge of the Oregon Juvenile Code along with federal and state laws, regulations and ordinances pertaining to the operation of a juvenile detention center; forms and devices used in ascertaining intelligence, personality or other related aptitudes and traits; supervisory techniques including personnel administration, performance evaluations, discipline and working with labor agreements and personnel policies; local community issues and regional community resources available to citizens; using initiative and independent judgment within established procedural guidelines; directing and leading staff, delegating tasks and authority and coaching to improve staff performance; establishing and maintaining cooperative working relationships with County employees, state agency staff and the general public; and, statistical and research methods for the collection, organization and presentation of data.

Considerable skills to analyze issues, evaluate alternatives and make decisions and recommendations based on findings; researching issues, analyzing and interpreting findings, evaluating alternatives, developing recommendations and implementing changes; and, use a personal computer with standard and specialized software applications.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a four-year college or university with a Bachelor's Degree in Sociology, Psychology, Counseling or related field; Demonstrate progressively responsible experience in the juvenile justice field with at least two (2) of those years serving in a supervisory capacity; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of a valid Oregon Motor Vehicle Operator's License and maintain an acceptable driving record throughout the course of employment. Driving is required for County business on a regular basis to accomplish work.

**PRE-EMPLOYMENT REQUIREMENTS:** Must successfully pass an extensive background investigation including national fingerprint records check and a pre-employment drug test.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is generally performed indoors in an office environment and is essentially sedentary in nature. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; reach with hands and arms and lift or move thirty (30) pounds. Occasional interactions with juveniles may involve physical contact and/or exposure to hostile attitudes. Participate in Defensive Tactics training, involving controlled defensive and offensive body movements including standing, twisting, bending, balancing, pushing, swinging, blocking parrying and striking. Some work assignments involve the safety and security of the juvenile and detention facilities, including physically restraining angry and hostile juvenile clients.