

YOUTH CORRECTION SUPERINTENDENT

NATURE OF WORK IN THIS CLASS:

Directs the treatment and custodial programs and activities at the Juvenile Hall and Cottage Home facilities, or the vocational rehabilitation program for delinquent youths.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be performed; any one position may not include all the duties listed.)

Plans and directs the operations of Juvenile Hall and Cottage Homes, including such areas as rehabilitation, treatment, academic education, recreation, discipline and support services.

Plans, directs and coordinates the vocational training program for delinquent youths, including the construction, repair and maintenance activities on Department of Youth Affairs equipment, vehicles, buildings, grounds and related facilities.

Assists in developing and implementing a counseling/training program which utilizes a variety of treatment techniques, including group and individual counseling.

Assists in the development of program policy and implements, interprets and enforces policy and procedures.

Evaluates programs and operations and recommends and implements changes to improve effectiveness.

Coordinates information and activities concerning clients with the courts, other governmental agencies, law enforcement agencies, and community agencies and organizations.

Prepares and administers program budget; assures adequate stock of necessary supplies and materials; implements administrative policies for personnel, training and safety.

Supervises the maintenance of case files and other records; prepares technical and administrative reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the modern methods and techniques used in dealing with juvenile delinquents in an institutional or detention setting.

Knowledge of the psychological principles and techniques applicable to the care and rehabilitation of juvenile delinquents and to the growth, development, needs and unique problems of children.

Knowledge of the principles and practices of program administration and supervision.

Ability to direct youth correction programs and activities.

Ability to interpret, apply and make decisions in accordance with pertinent laws, policies, regulations and other program guidelines.

Ability to analyze and evaluate program operations and results and recommend and implement appropriate changes to improve effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

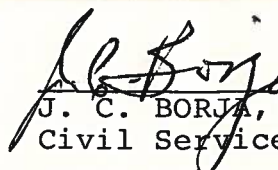
a) Three years of progressively responsible experience in youth correction, probation, parole or related youth service work; one year of supervisory work; and graduation from a recognized college or university with a Bachelor's degree in the behavioral or social sciences or closely related fields; or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July, 1980

Amended: July, 1985

Pay Range: 34



J. C. BORJA, (Executive Director,
Civil Service Commission