

Ouachita Parish Police Jury

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Juvenile Services Director Green Oaks Juvenile Detention Center	OPENING DATE: July 10, 2017
SALARY: Depending on Experience	APPLICATION DATE: Until Filled

(Present Parish employees are given three (3) days priority in applying for the vacant position before outside applicants will be considered. Parish employees may still apply after the designated deadline, but priority will not be given.)

DUTIES:

Under administrative direction, Director is responsible for directing all activities of the Green Oaks Juvenile Detention Center; and performs related work as required.

Performs work by executing and implementing all policies and programs of the Green Oaks Juvenile Detention Center. The Director has administrative responsibility for management, operation, maintenance and improvement of detention center; formulates and recommends policies, procedures and budgets; and makes frequent contacts with public agencies, civic groups, and other individuals. The Director schedules, attends, and meets with the Green Oaks Detention Center Advisory Committee and communicates the committee's recommendations to the Ouachita Parish Police Jury for consideration.

EXAMPLES OF WORK

1. Supervision and Direction of Staff:
 - Directs and manages staff to include: prioritizing and assigning work; conducting performance evaluations, ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations. Manages employees to include fair and equitable treatment and creates a learning environment and fosters teamwork within the group.
2. Program Planning and Budgeting:
 - Researches and develops new program policies and guidelines for behavior modification program;
 - Reviews the operations of the Juvenile Detention Center for compliance with laws and state guidelines. Responsible for Center meeting State Licensing requirements and Federal standards and guidelines.
 - Formulate and review goals of the facility, at least annually, and translate them into measurable goals.
 - Plans needs of Detention Center and all programs. Decides on all purchases of supplies and equipment and refers to Police Jury for approval. Formulates and submits budget.
3. Coordination and Liaison:
 - Contacts and maintains liaison with courts, probation officers, local law enforcement officials, community organizations, educational institutions;
 - Makes speeches for promotion of programs and to obtain support for tax millage issues; prepares and presents reports; prepares correspondence to answer inquiries;
 - Attends various meetings related to juvenile detention; conducts tours of detention center facility; and submits report on detainee's behavior to court.

**Juvenile Services Director
Green Oaks Juvenile Detention Center****QUALIFICATIONS**

Training and Experience: Graduation from College with a bachelor's degree in Education, Psychology, Sociology, Criminal Justice, or related field. Master's degree preferred. (7 – 10) Seven to ten years of administrative/supervisory experience with job functions of planning, organizing, staffing, supervising, and budgeting. At least (3) three years of experience in a youth-oriented field with at least (1) one of these years in work with delinquent youth. Various factors, including education and experience, will be considered regarding the above qualifications.

Knowledge, Abilities and Skills:

Comprehensive knowledge of administrative practices and procedures needed to direct a staff of protective and service workers;

Comprehensive knowledge of delinquent youth problems and control.

Knowledge of applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes. Knowledge of licensing requirements and federally mandated guidelines applicable to Juvenile Detention.

Knowledge of community resources and referral agencies.

Ability to supervise a large staff; to prepare and administer a budget; and to communicate both orally and in writing.

Ability to analyze and effectively report on operating conditions and problems, verbally and in writing, and to recommend solutions.

Ability to assemble, organize, and present financial, statistical, and other materials.

Ability to use computers and related software applications.

Must have valid driver's license

Must have satisfactory work experience, background check, and the ability to pass pre-employment drug screen and psychological exam.

BENEFITS:

The Parish offers liberal benefits, including an excellent retirement system, vacations, sick leave and health and life insurance. Employee may advance to higher positions, based on his/her abilities and interests, and on the needs of the Parish.

HOW TO APPLY:

Applications must be submitted on the OFFICIAL FORM that is available on www.oppj.org or picked up from and may be returned to:

**Ouachita Parish Police Jury
Human Resource Office
Ouachita Parish Courthouse
301 South Grand Street, 2nd Floor Suite 201
Telephone: 318-327-1340
www.oppj.org**