

**INGHAM COUNTY
JOB DESCRIPTION
JUVENILE DIVISION ADMINISTRATOR
(Circuit Court / Family Division)**

General Summary:

The Juvenile Division Administrator has administrative responsibility for the Juvenile Division. He/she has supervisory responsibility of management staff assigned to the following programs within the Division: Ingham County Youth Center; Juvenile Services and Treatment (Intensive Probation & Aftercare); Family Services (Intensive Neglect); and Intake. Additionally, this position has direct managerial responsibility of the Sex Offender Program; Juvenile Division Accounting; Juvenile Intervention Program (grant funded) and Data Coordination for the Division. Oversees development and implementation of all Juvenile Division programs including Delinquency and Neglect services. The Juvenile Division Administrator is under the general direction of the Circuit Court Administrator.

Essential Functions:

1. Plans/coordinates the initial Juvenile Division budgeting process and recommends budget to the Deputy Court Administrator / Family Division / FOC.
2. Establishes policy and procedures for the Juvenile Division program operations.
3. Interviews and selects applicants for various Juvenile Division positions and makes hiring recommendation to the Presiding Judge.
4. Hears matters related to employee discipline and other union issues, concerns and grievances to determine appropriate action required by management. Determines level of discipline when such action is warranted including recommendations for termination.
5. Monitors Juvenile Division budget expenditures and authorizes expenditures.
6. Responsible for staff development and training practices for the Juvenile Division.
7. Periodically evaluates managerial staff.
8. Serves as liaison or delegates representative for communication and contact with outside agencies, including other units of government and community agencies, with which the Juvenile Division is involved.
9. Oversees and participates in case staffing to determine appropriate recommendations regarding juveniles under Court jurisdiction being considered for institutional placement.

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10. Administrative responsibility for Division staff including managers, Juvenile Service Officers, Data Coordinators, Unit Secretaries, Accountants, Juvenile Detention Specialists, Intake Referees, Court Reporters and other staff as assigned. Makes recommendation to the Family Division Judges for appropriate programming and restitution payments.
11. Youth Center: Responsible for overseeing the direction of the Juvenile Detention Facility including programming, recreation, education, meals, juvenile care, medical services, etc.
12. Responsible for development of grant proposals. Writes, oversees, monitors grant funded programs.
13. Interprets union contracts for Juvenile Division.
14. Responds to questions, concerns and/or complaints from clients or the general public.
15. Authorizes detention and release of juveniles at the Youth Center.

Other Functions:

16. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Bachelor's degree in Social Science, Public Administration, Sociology, Psychology, Criminal Justice, Law, Social Work, Family Life Science or other related area.

Experience: Between five and seven years of progressively more responsible managerial experience required.

Other Requirements: Excellent public relations and public presentation/speaking abilities.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

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Physical Requirements: (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

With or without accommodations is required to do considerable reading and speaking. Position requires frequent verbal interaction with others, both on telephone and personally to individuals and groups of people. Capabilities of operating a standard telephone system, dictation equipment and word processor are required.

Working Conditions:

Works in office conditions and the courtroom.

Exposure to youth with various emotional problems and/or violent your and youth and their parents.

