

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_

**Class Title: Child Facility Administrator I**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Assists in the planning, directing, administration, and security of the daily operations and services at juvenile, residential and non-residential facility. Provides services and programs that meet needs of youth. Supervises personnel at the residential or non-residential center or group home. Ensures public safety through the control and supervision of residents in a secure environment.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Plans supervision of programs and services by recruiting, training, and supervising volunteers, planning needs for services or programs, and evaluating effectiveness of programs and services.
2	S	Serves as administrator by being responsible for admissions, releases, scheduling, and administrative reviews.
3	L	Organizes and supervises counselors by planning, scheduling, assigning, and supervising the activities to affect the coordination and delivery of services, care, treatment, and security.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience as a child counselor.
Certifications and Other Requirements	Valid Driver's License, First Aid/CPR Certification, Restraint Certification
Reading	Work requires the ability to read court records, social histories, psychological and psychiatric reports, codes and standards, policies and procedures, treatment plans and records.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write court reports, policies and procedures, treatment plans and correspondences.
Managerial	Managerial responsibilities include developing and implementing various activities and programs and scheduling work assignments.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	In court rooms, home visits
Sitting	F	Desk work, driving
Walking	F	To other offices and client sites
Lifting	O	Supplies, equipment, boxes
Carrying	O	Supplies, equipment boxes
Pushing/Pulling	O	During resident emergencies
Reaching	O	For supplies
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard
Kneeling	O	CPR/First Aid, outside activities
Crouching	O	CPR/First Aid, outside activities
Crawling	R	Outside activities
Bending	O	Retrieving items from lower shelves
Twisting	O	Outside activities
Climbing	O	Stairs, ladder
Balancing	O	On ladder
Vision	C	Reading, computer monitor, observing residents
Hearing	C	Communicating with personnel and residents and on telephone
Talking	F	Communicating with personnel and residents and on telephone
Foot Controls	F	Driving
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, hand tools, computer, printer, Microsoft Word, Lotus, Excel, fax machine, copier

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	W
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	S
Communicable Diseases	W	Darkness or Poor Lighting	M
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

- (1)
- (2) Juvenile Detention Center

**PROTECTIVE EQUIPMENT REQUIRED:**

CPR protection mask, gloves, first aid equipment

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)