

## Class Title: Detention Center Superintendent

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, directs, and performs administrative duties associated with the daily operation of a juvenile detention center, residential and non-residential programs. Ensures public safety through the control and supervision of the residents in secure custody. Prepares program plans.

### **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	Performs administrative duties by ensuring appropriate staff coverage, interpreting and educating staff on policies and procedures, and reading reviewing and acting on reports, requests and mandates related to secure detention.
2	S	Supervises the staff by interviewing and contributing in the selection of new hires, evaluating performance, and attending meetings addressing improvement of programs.
3	S	Prepares the plans by reviewing policies and procedures, preparing manuals, providing input on goals and objectives of programs, and assisting in determining program needs addressing safety concerns.

**CSC Adopted: October 2001, CSC Revised: December, 2011**

**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	Five years experience as a supervisor in the area of juvenile justice, criminal justice, child welfare, or any other related experience that equips the candidate with the skills and ability to operate at the highest level of care for youth, supervision and service.
Certifications and Other Requirements	Valid Driver's License, First Aid, CPR.
Reading	Work requires the ability to read legal documents, policies and procedures, and various medical or psychological reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write policies and procedures, correspondence, and various reports.
Managerial	Managerial responsibilities include directing operations, developing staff, and allocating resources.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
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.

CSC Adopted: October 2001, CSC Revised: December, 2011

**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	Observations, supervision of residents and staff, maintenance, training, teaching, filing
Sitting	F	Computer, desk work, driving, meetings
Walking	F	To/from meetings, to/from office equipment, supervision of residents and staff
Lifting	O	Supplies, trash, boxes, office equipment
Carrying	O	Supplies, trash, boxes, office equipment
Pushing/Pulling	O	Boxes, supplies, furniture, file cabinet drawers
Reaching	O	Stocking supplies
Handling	O	Supplies, boxes, office equipment
Fine Dexterity	O	Computer keyboard, telephone keypad, calculator, writing
Kneeling	O	Stocking supplies
Crouching	O	Stocking supplies
Crawling	O	Stocking supplies, training
Bending	O	Stocking supplies, lifting boxes, filing
Twisting	O	Stocking supplies, moving furniture
Climbing	R	Ladder, stairs
Balancing	R	Ladder, stairs
Vision	C	Computer, desk work, observations, supervision of residents and staff, driving
Hearing	C	Staff, supervisor, residents, public, telephone, meetings
Talking	F	Staff, supervisor, residents, public, telephone, meetings
Foot Controls	O	Driving
Other (specify)	N	

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

Telephone, fax machine, copy machine, calculator, walkie-talkie, computer, laser or inkjet printer, Standard Microsoft Windows and Office software

**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		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	N	Office Environment	--
Chemical Hazards	N	Extreme Temperatures	N	Warehouse	--
Electrical Hazards	N	Noise and Vibration	N	Shop	--
Fire Hazards	N	Fumes and Odors	N	Vehicle	--
Explosives	N	Wetness/Humidity	N	Outdoors	--
Communicable Diseases	M	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	D				
Other (see 1 below)	N				

- (1)
- (2) Juvenile Detention Center

**PROTECTIVE EQUIPMENT REQUIRED:**

None

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

- (3)