

LANCASTER COUNTY
YOUTH SERVICES CENTER ADMINISTRATOR

NATURE OF WORK

This is administrative and professional work coordinating, supervising and evaluating the overall operation of a community-based coed juvenile correctional/detention facility.

Work involves assisting in the planning, development, implementation, revision and evaluation of departmental programs, services and policies and procedures. Work also involves overseeing agency contractual agreements; participating in the budget process; developing organizational short-term and long range goals/objectives; planning, developing, coordinating and implementing agency programs; participating in the recruitment, selection, evaluation and discipline of employees; and locating and/or developing community resources to assist detained juveniles. Supervision is received from the Youth Services Center Director with work being reviewed in the form of conferences, reports submitted and program effectiveness. Supervision is exercised over subordinate program and clerical staff.

EXAMPLES OF WORK PERFORMED

Assist in planning, developing, implementing and revising departmental programs, services and policies/procedures; assist in evaluating program and client services for effectiveness, efficiency and cost containment issues; administer agency policies ensuring juvenile rights, care and safety per local, state and federal guidelines.

Participate in the recruitment, selection, evaluation and discipline of agency employees; plan, organize and supervise the work of subordinate staff; plan, develop, coordinate and implement agency programs which maintain a progressive approach to the care of youth within a correctional/detention facility.

Assist in budget analysis and preparation for the agency budget; develop organizational short term and long range planning goals and objectives; authorize budgetary expenditures per administrative guidelines; monitor budgetary status and compliance; oversee agency record maintenance and conformity to administrative requisites.

Work with private and public agencies to develop mutually supportive contracts/agreements; monitor and oversee contract guidelines and adherence; locate and/or develop needed community resources in order to assist detained juveniles; participate on agency and community committees, task forces and work groups involved in corrections and human service activities as assigned by the Director.

Administer the facility safety and security systems as well as the non-security computer information systems; ensure proper operation of the system and associated security equipment; train personnel on the use of surveillance and safety check systems.

Act as the Youth Services Center Director in his/her absence.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of state and local statutes and standards relating to juvenile correction/detention facilities.

Considerable knowledge of juvenile correctional/detention management practices including legal rights, care, custody, health, security, welfare and program services for youth.

Knowledge of human service agencies and programs and correctional/detention agencies/programs related to adolescents and families.

Knowledge of personnel administration as it relates to hiring, supervising, disciplining and evaluating employees.

Ability to work with state and local law enforcement officials and human service agencies pertaining to the operations of a correctional facility for juveniles.

Ability to plan, organize, supervise and evaluate the work of subordinate staff.

Ability to interpret federal, state and local statutes and standards pertaining to juvenile correctional/detention facilities.

Ability to make professional and administrative decisions within the framework of county rules and policies.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with residents, family members, co-workers, law enforcement personnel and community agency representatives.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business administration, public administration, criminal justice, the social or behavioral sciences or related field plus two years of experience working with juveniles in a public or private facility including six months of supervisory experience or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

PSXXXXX