



Youth Facility Assistant Superintendent

Salary Group: B24

Class Code: 4532

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
YOUTH FACILITY ASSISTANT SUPERINTENDENT	4532	B24	\$59,004 - \$96,720
YOUTH FACILITY SUPERINTENDENT	4533	B26	\$69,415 - \$117,397

GENERAL DESCRIPTION

Performs highly complex (senior-level) work overseeing staff and youth in a correctional facility. Work involves coordinating facility operations, monitoring youth, and overseeing residential treatment programs. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees facility services, including counseling, casework, behavior management, health services, recreation, religious services, and staff development.

Coordinates youth facility operations, including the control, security, safety, and administration of staff, youth, equipment and property.

Monitors the custody and care of youth in correctional residential facilities through adherence with laws, rules, regulations, policies, and agency operating procedures.

Recommends program guidelines, procedures, policies, rules, and regulations; and monitors compliance with policies and procedures regarding youth.

Participates in the implementation of and adherence with program standards for specialized treatment programs and other agency or legal policies.

Reads, reviews, and properly applies information found in youth records; provides appropriate information to other staff; and prepares and maintains records, forms, and reports.

Assists with planning, organizing, and monitoring an array of residential treatment services.

May serve as a liaison for other youth facilities and programs with juvenile judges, district attorneys, probation departments, and other state agencies.

May assist in preparing and submitting data for departmental budget(s), and in organizing and using resources to meet and monitor goals and objectives of the department.

May provide direct supervision of youth during periods of staff shortage or during emergencies.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience working with juveniles, including youth who are emotionally and behaviorally at risk; with youth guidance programs; or with adult or juvenile correctional, mental health, or detention programs. Graduation from an accredited four-year college or university with major coursework in business administration, public administration, criminal justice (corrections), social services, or related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of adolescent behavior, counseling, and guidance techniques; of mental health assessments, techniques, and interventions; and of agency policies, procedures, and regulations.

Skill in verbal and written communication, in coordinating and organizing, in determining appropriate treatment options, and in the use of a computer and applicable software.

Ability to maintain order and discipline fairly, to respond quickly to emergencies, to plan and implement youth programs, to use and model problem-solving skills, to organize workloads and set priorities, to carry out assigned tasks in a timely manner, to communicate effectively, and to supervise the work of others.