



Youth Facility Superintendent

Salary Group: B26

Class Code: 4533

<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 advanced (senior-level) work overseeing staff and youth in a correctional facility. Work involves overseeing facility operations, monitoring youth, and overseeing residential treatment programs. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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

Oversees the development and implementation of techniques to evaluate program activities, identifies areas of needed change, and makes recommendations to improve operations to increase efficiency and productivity.

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

Oversees the preparation of management and productivity reports and studies.

Develops and evaluates budget requests, prepares and submits fiscal and program data, and organizes and uses resources to meet and monitor goals and objectives.

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.

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

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.