



# Youth Facility Assistant Superintendent /Superintendent

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
YOUTH FACILITY ASSISTANT SUPERINTENDENT	4532	B24	\$65,104 - \$106,634
YOUTH FACILITY SUPERINTENDENT	4533	B26	\$76,530 - \$129,430

## GENERAL DESCRIPTION

Performs correctional and criminal justice administration work overseeing staff and youth in a juvenile correctional facility involving coordinating facility operations, monitoring youth, and overseeing residential treatment programs.

## EXAMPLES OF WORK PERFORMED

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

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

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. Employees at any level may serve in a lead or supervisor role; may perform the full range of work identified above, and/or oversee or coordinate that work for others.*

***Note:** Factors that may distinguish between the levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility, oversight, and authority; and the employee's related experience, education, and certifications. Other factors may include the type of treatment programs provided within the assigned facility; the assigned population; and the level of security, type, and size of the assigned facility.*

**YOUTH FACILITY ASSISTANT SUPERINTENDENT:** Performs highly complex (senior-level) correctional and criminal justice administration work overseeing staff and youth in a juvenile correctional facility. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

**YOUTH FACILITY SUPERINTENDENT:** Performs highly advanced (senior-level) correctional and criminal justice administration work overseeing staff and youth in a juvenile correctional facility. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Oversee the development and implementation of techniques to evaluate program activities, identify areas of needed change, and make recommendations to improve operations to increase efficiency and productivity.
- Oversee the preparation of management and productivity reports and studies.
- Develop and evaluate budget requests, prepare and submit fiscal and program data, and organize and use resources to meet and monitor goals and objectives.
- Serve as a liaison with other youth facilities and programs with juvenile judges, district attorneys, probation departments, and other state agencies.

## **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**

#### **For all levels**

- Knowledge of adolescent behavior, counseling, and guidance techniques; mental health assessments, techniques, and interventions; and agency policies, procedures, and regulations.
- Skill in verbal and written communication; coordinating and organizing; determining appropriate treatment options; and 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.