

**Cole County
Job Description**

JOB TITLE: Superintendent of Michael Prenger Family Center

SUMMARY: This position involves performing work in the administration of the Michael W. Prenger Family Center, (a facility that operates 24-hours a day). The Superintendent of the Center is responsible for the planning, coordination, staffing and general administration of a program of services for juvenile detention and children in need of emergency shelter. The employee in this position will be responsible for the development, dissemination and implementation of policies and procedures to ensure that the Center complies with State and Federal statutes and regulations, judicial mandates and Missouri Supreme Court rules. In addition, the position is responsible for the supervision and direction of subordinate supervisors and support staff within the Center. Work is performed under the administrative direction of the Juvenile Court Administrator of the 19th Judicial Circuit Court, Cole County Missouri.

Essential Duties and Responsibilities

Responsible for the security, operation, and maintenance of the physical plant, equipment and grounds. Conduct frequent inspections of such areas and arrange for essential repairs with the Director of maintenance.

Provide technical assistance to the Juvenile Court Administrator concerning the development of policies and procedures, and federal/state rules and regulations governing the operation of the Center.

Assist the Juvenile Court Administrator with the formulation and implementation of new programs and the maintenance of existing ones, including the application, implementation and monitoring of grant-funded programs.

Plan, develop and implement staff development and in-service training program.

Maintain a database of all juveniles who have entered the Center to meet record requirements and assist with billing.

Conduct periodic staff meetings with subordinate supervisors and staff to determine operation priorities.

Approve admission of juveniles into secure detention or emergency care shelter unit.

Provide administrative support for accessibility of health services to juveniles including the application for Medicaid services.

Supervise the scheduling, monitoring and follow-up care of the juveniles health care requirements and needs.

Implement policies and procedures to ensure the confidentiality and security of case information and records.

Assist in the planning and preparation of yearly budget; maintain internal budget control in areas of responsibility.

Provide operational direction in the event of emergencies.

Supervise the care provided to all juveniles in resident at the Prenger Family Center and shall investigate complaints and report findings to the Juvenile Court Administrator in a timely manner.

Supervise food services to ensure that the Center is meeting USDA requirements and that financial reimbursement is sought through the Free School Breakfast and Lunch Program.

Ensure that the emergency care shelter unit meets and maintains the requirements for licensing residential child care agencies through the Children's Division, Residential Program Unit.

Ensure that the secure detention unit operates in compliance with Missouri Supreme Court Standards for Operation of a Juvenile Detention Facility.

Educate; promote awareness and foster positive relations with related agencies and the general public.

Act as a liaison with the Center's assigned teaching staff and the Jefferson City Public School District.

Participate in the Missouri Juvenile Justice Association and maintain current knowledge of legislative, statutory, and other changes within the Juvenile Justice System.

Attend or participate in local, regional, state, or national conferences, seminars and workshops.

Conduct speaking engagements in the community, present tours and informational programs for professional visitors and interested community groups.

Serve on any such committees as a Juvenile Court Representative that addresses the needs of children.

Perform other related duties as needed or assigned by the Juvenile Court Administrator.

SUPERVISORY RESPONSIBILITIES:

The individual in this position is responsible for the day to day operations of a juvenile facility that is staffed and providing services to Cole County and surrounding counties on a twenty-four hour basis. Manages two subordinate supervisors: Deputy Juvenile Officer (Emergency Care Supervisor), and Deputy Juvenile Officer (Detention Supervisor), who supervise approximately twenty-five employees. Also directly supervise several non-supervisory employees, including food services, grounds keeper, grant employees, volunteers, and interns. Coordinates facility maintenance with the Cole County Director of Maintenance.

Carries out supervisory duties in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; regarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B. S.) from four-year college or university (preferred master's degree) in social work, psychology, criminal justice, family and child development or related behavioral sciences; or five years related experience and/or training working as a Deputy Juvenile Officer and/or Juvenile Officer; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence, such as legal documents, petitions, and court orders. Ability to speak one-on-one and in group setting effectively before public, management, staff, clients, groups of customers and employees of Cole County.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply basic Accounting principles, such as bookkeeping, income statements, balance sheets for budget preparation, project of future cost, etc.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Must have knowledge of the Juvenile Court System and Juvenile Law with strong verbal and written communication skills, organization skills, mediation and conflict management.

Must have knowledge of programs offering services to children in Cole County and surrounding areas and recruit such services as necessary to meet the needs of children in residence at the Family Center and under the supervision of the Juvenile Court, and maintain a record system of such agencies.

Considerable knowledge of the statutes, Supreme Court rules, Juvenile Court case law, and other related administrative policies and procedures that pertain to the Juvenile Court and related areas.

Considerable working knowledge of the functions of the Division of Family Services, Division of Youth Services, Department of Mental Health, Interstate Compact, Law Enforcement, etc.

Considerable knowledge of the Missouri judicial system, the processes of the juvenile court and a working knowledge of other Court Divisions processes.

Considerable knowledge of the organization and functions of educational institutions, volunteer and civic organizations and similar groups interested in the well being of children.

Must have ability to establish and maintain cooperative relationships with other governmental entities, community and professional groups and others interested in the well being of children.

Must have ability to work cooperatively and tactfully with employees, clients, agencies, courts, attorneys, residential facility staff and the public.

Must have ability to communicate ideas clearly, both orally and in writing.

Must have ability to plan and organize working time effectively.

Must have knowledge of the principles of organizational management, mediation and conflict resolution management.

Must have ability to work independently while exercising good judgement in evaluating situations and making decisions.

PHYSICAL DEMANDS:

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is also required to use hands and fingers to handle and/or feel computer keyboard and other general office equipment, restraint devices, and to perform cell room searches and medication distribution. The employee is frequently required to reach with hands and arms, talk and hear, and taste and smell. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.
