

**TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT - JUVENILE DIVISION**

January 25, 2013

TITLE: **DETENTION SUPERINTENDENT**
Reference #: DET-SUPT-01

QUALIFICATIONS: Must possess a Master's Degree in social work, criminal justice, administration of justice, public administration, business administration, court management, corrections, a related field or a law degree. The Master's Degree or Law Degree must be from a school accredited in the chosen field. Prefer a minimum of three to five years of experience in multi-level employee supervision, detention or residential child care work, and program management. Prefer experience in writing, implementing and monitoring grant and other programs and the writing of procedures.

DUTIES: Under the general direction of the Court Administrator and Assistant Court Administrator. Responsible for the overall management, direction, administration, operation, safety and security of the Detention Center. Responsible for the orientation and training of Detention Center personnel and overall supervision of personnel and all program and service areas in this 24-hour, seven-day per week operation. Requires performing duties in a security institutional setting subject to constant video surveillance for purposes of security and the welfare of the detained youth.

STARTING SALARY: \$70,962

SALARY RANGE: \$70,962 - \$109,958

CLOSING DATE: For full consideration, please submit resume with cover letter and transcript by 5:00 p.m., February 22, 2013. Resumes will be accepted until position is filled.

TRANSCRIPT WITH COVER LETTER

COVER LETTER: Cover letter must include applicant's daytime phone number along with expression of interest in this position as well as a description of educational and experience qualifications that make him/her a good fit for this position.

SEND TO: Detention Superintendent
ST. LOUIS CITY FAMILY COURT - JUVENILE DIVISION
920 NORTH VANDEVENTER
ST. LOUIS, MO 63108
EOE

See detailed job description below

JOB DESCRIPTION

DEPARTMENT: Detention

CLASS TITLE: Superintendent

CLASS DEFINITION: Under general direction of the Court Administrator and Assistant Court Administrator. Responsible for the overall management, direction, administration, operation, safety and security of the Detention Center. Responsible for the orientation and training of Detention Center personnel and overall supervision of personnel and all program and service areas in this 24 hour, seven day per week operation. The Superintendent works closely with Family Court departments to develop and manage Detention and Detention alternative programs and ensure the quality of ongoing programs as needed for the safety and security of juveniles and staff, either directly or through delegation within the department. The Superintendent position is a high-level management position with significant responsibility and latitude. Responsible for implementing the mission of the court in the Detention department and the development and maintenance of sound childcare practices with the goal of ensuring maximum benefit for juveniles, safety and security for all, and communication with families within the scope of available resources. Requires performing duties in a secure institutional setting subject to constant video surveillance for purposes of security and the welfare of the detained youth.

EXAMPLES OF ESSENTIAL DUTIES:

- * Manages supervision of all Detention Center Departments and watches and provides direct supervision of certain supervisory staff while delegating supervision of others.
- * Prepare performance evaluations and conduct interim conferences for direct reports in a timely fashion.
- * Provides overall supervision of all areas of service provision such as medical, custodial, contracted food service, disproportionate minority contact, detention alternatives, and activity programs.
- * Supervise detention alternatives program and other efforts related to the Juvenile Detention Alternatives Initiative.
- * Maintain good relationships with judicial officers, volunteers, school, contractual providers, staff, youth and parents.
- * Maintain a safe and secure facility.
- * Work in harmony with the psychological services group to help ensure the safety of youth and minimize risk of suicide.
- * Preparation and submission of monthly or quarterly department statistical reports and creation of new reports as needed for effective department management.
- * Plan, coordinate and schedule supervisory or departmental meetings, conferences, etc., as needed.
- * Utilize JIS, Lotus Notes and Microsoft Office on a regular basis to enhance the management of the department.
- * Develop and ensure compliance with proper childcare and residential practices.
- * Plan, organize, and direct programs to provide juvenile services in accordance with court rules, local ordinances, federal and state laws, and court policies.

- * Ensures compliance with Missouri Supreme Court Rules including the standards of Detention, and Division Policies and Procedures by Detention Center staff and other accepted standards of Detention.
- * Develop and write grant proposals as needed and manage grants assigned to the department or delegate same.
- * Prepare departmental budget requests and monitor spending to stay within budget.
- * Develop and maintain up-to-date Detention Center procedures.
- * Participate in Department Head meetings.
- * Attend statewide meetings regarding detention as needed.
- * May be required to accept crisis telephone calls and come to detention on evenings, weekends and holidays.
- * Ability to efficiently and effectively respond to emergency or stressful situations.
- * Participate in the hiring process as needed.
- * Train supervisory personnel and ensure meaningful training of other department personnel.
- * Ensures maintenance of the Center's physical structure.
- * May be required to assist in the restraint of a combative youth from time to time.
- * Enforce departmental compliance with policies and procedures of the Court Administrator.
- * Assist the Court Administrator and the Assistant Court Administrator/Juvenile Officer in the development and implementation of management policy.
- * May supervise programs or units directly.
- * Regular and prompt attendance is considered an essential function of this position.

KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of detention and residential practices and trends in the field. Considerable knowledge of supervision techniques. Considerable knowledge of program evaluation techniques. Thorough knowledge of community resources in terms of other social services and resources available to detained juveniles. Thorough knowledge of Juvenile Code and Missouri Supreme Court Rules as they pertain to Detention. Some knowledge of external agency organizations, such as the Missouri Division of Youth Services, St Louis Public Schools and other groups that regularly interface with the Detention Center. Considerable skill in utilizing computer technology to enhance the work of the department.

Considerable skill in communicating effectively, both verbally and in writing. Considerable organizational skills. Considerable skill in delegating and ensuring timely completion of goals and objectives.

MINIMUM QUALIFICATIONS AND REQUIREMENTS: Must possess a Master's Degree in social work, criminal justice, administration of justice, public administration, business administration, court management, corrections, a related field or a law degree. The Master's Degree or Law Degree must be from a school accredited in the chosen field. Prefer a minimum of three to five years of experience in multi-level employee supervision, detention or residential child care work, and

program management. Prefer experience in writing, implementing and monitoring grant and other programs and the writing of procedures.