

All applicants must complete an application to be considered - those submitting resumes only will not be considered.



**Circuit Court Of Jackson County, Missouri**

**Vacant Position**

**Date: 03/20/2014**

**Posting No.: 040**

**Position Title: Director, Residential Services**

**Position No.: 9006**

**Department: Residential Services - Administration**

**Work Location: 2729 Gillham - Kansas City MO**

**Work Hours: 8:00 a.m. - 5:00 p.m. Monday thru Friday; additional hours as required by position**

**Salary: County Paid Position - Exempt Grade C 12 - \$2476.80 Bi-weekly**

**Salary Range For Internal/Rehire Applicants: \$2476.80 - \$3960.80 Bi-weekly**

Application for Employment may be obtained in Human Resources, 415 East Twelfth Street, 10th Floor, Kansas City, MO 64106 or at the Web Address: [www.16thcircuit.org](http://www.16thcircuit.org). Fax No.: 816-881-3229. E-Mail Address: [Jobs.16thCircuit@courts.mo.gov](mailto:Jobs.16thCircuit@courts.mo.gov) Employment Specialist: **Gail Cox**. Information regarding job vacancies may also be obtained by calling the **Job Information Line at 816/881-3470**. Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.

**Applications must be received by Human Resources no later than 05:00 PM on 04/18/2014**

**POSITION PURPOSE AND EXAMPLES OF WORK:**

To manage the efficient operation and development of residential treatment programs and staff. **Examples of Work** : Consult with management staff and provide direction and guidance concerning the efficient operation of treatment services; develop operational and administrative policies and procedures; advise, assist, and consult with the Deputy Court Administrator, Family Court to formulate, implement, and sanction policies and procedures; develop and execute departmental budget; develop strategic plans for department; maintain current knowledge of modern principles, practices, methods, and techniques of management and treatment and case management trends in the Juvenile Justice field; receive calls during 'off duty' hours and travel to facilities in event of emergency; attend and participate in meetings, seminars, and training; and perform related work as required.

**MINIMUM EDUCATION AND EXPERIENCE:**

Master's degree in a Behavioral or Social Science or a directly related field. Five years in a management capacity. Five years in adolescent/residential care with at risk youth. (Minimum requirements can also be achieved through any equivalent combination of education and experience which provide the required knowledge, skills and abilities.) Thorough knowledge of adolescent developmental and behavioral disorders; thorough knowledge of modern theory, practice and techniques of juvenile probation and correctional methods; thorough knowledge of modern principles, practices, methods, and techniques of various treatment and counseling modalities for problem youth and families; knowledge of the organization, operation, functions, responsibilities, and jurisdiction of the Court; some knowledge of personnel policies and practices, procedures, and employment law; ability to analyze objectively the performance potential of applicants and the performance of employees; ability to train, supervise, and motivate employees; ability to compile clear, complete, and logical reports and correspondence; knowledge of supervisory and management techniques; ability to recognize, investigate, analyze a variety of problems and devise effective solutions; ability to communicate ideas, both verbal and written, in a clear and concise manner; ability to create and maintain effective working relationships with others; ability to apply specialized knowledge to individual cases and problems; ability to work with a diverse workforce; ability to organize, direct, and coordinate administrative activities in a manner

conducive to full productivity; ability to make sound decisions in accordance with laws, regulations, and Court policies and procedures; ability to maintain varied and complex records and prepare reports from these records; ability to plan, schedule, assign, and supervise the work of subordinates engaged in varied activities; ability to organize and prioritize a variety of demands on time; knowledge of budget preparation and monitoring; ability to speak publicly in an effective manner. valid driver's license from state of residence. If driving non-court vehicle for Court business, must have auto liability insurance and properly licensed and reliable vehicle Position is subject to drug testing.

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**