

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: 10/20/2015

Posting No.: 138

Position Title: Assistant Manager Residential Facilities Position No.: 9009

Department: Residential Services - Detention - Administration

Work Location: 625 E. 26th Street - Kansas City MO

Work Hours: 8:00 a.m. - 5:00 p.m. Monday thru Friday - Additional Hours as required

Salary: County Paid Position - Exempt Grade C 8 - \$1685.60 Bi-weekly

Salary Range For Internal/Rehire Applicants: \$1685.60 - \$2530.40 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. Fax No.: 816-881-3229. E-Mail Address: 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 11/04/2015

POSITION PURPOSE AND EXAMPLES OF WORK:

To manage staff and operational resources and services in the efficient operation and development of a youth treatment facility. Schedule, assign, guide and monitor the daily work of staff in the operation and development of a youth treatment facility; develop and implement specified operational policies and procedures; forecast and prepare for immediate and short term needs and objectives; advise, assist and consult with immediate supervisor to formulate, implement and sanction policies and procedures and provide recommendations and input for long-range needs and objectives; monitor and improve the quality and quantity of work and services provided which include the effective use of human, physical, fiscal and time resources; provide leadership, supervision, guidance and training to staff in all aspects of a youth treatment facility; investigate and resolve a variety of operational problems and provide input; identify resources and establish working relationships in order to enhance or provide specialized services; ensure and provide for the safety and security of youth and staff; compose, prepare and review a variety of routine and non-routine reports, narratives and other documents; investigate and resolve staff disciplinary matters or recommend appropriate action; conduct and/or participate in interview process and make hiring recommendations; assess staff performance; ensure the proper completion and retention of unit records; serve as acting manager in the absence of supervisor; attend meetings, seminars and training; provide input into operating budget and execution; may transport youth in personal or court vehicle; perform public speaking; attend and testify in court; receive calls during off-duty hours and respond to problems as required, which may involve return to work site; and perform related work as required.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in a Behavioral or Social Science or directly related field. Three years directly related work experience with troubled youth, with emphasis in treatment program development. One year supervisory experience. Knowledge and experience in the modern principles, practices, methods and techniques of treatment and counseling modalities for troubled youth and families; some knowledge of applicable court procedures and related laws; some knowledge of the organization, operation, functions, responsibilities and jurisdiction of a juvenile or family court system; some knowledge of personnel practices, procedures and employment law; ability to communicate effectively, clearly and concisely, both orally and in writing, and to prepare clear and concise reports, letters, memoranda and other documents; ability to present and administer training programs; ability to establish and maintain effective working relationships with others; ability to organize, supervise and coordinate departmental activities in a manner conducive to full productivity; ability to assess objectively the performance potential of applicants and the performance of employees; ability to make sound decisions in accordance with law regulations and Court policies and procedures; ability to work with a diverse workforce; ability to relate in a positive fashion to individuals from a variety of cultural,

economic and ethnic backgrounds; ability to operate a vehicle in a safe and prudent manner. Must have valid driver's license from state of residence. If driving non-court vehicle for court business, must have current auto liability insurance and properly licensed vehicle. Must be able to provide proof of the above. All applicants for this position are subject to testing for illegal drug use prior to appointment. Employees in this position are subject to random and reasonable suspicion testing for illegal drug use.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER