



County of Greene, Missouri

Employment Vacancy Announcement

12/18/2015

Greene County Juvenile Division

Juvenile Detention Superintendent

Full Time Status

Starting Salary: \$25.04/hourly; \$52,083.20 annually

The Greene County Family Court / Juvenile Division is seeking an individual for the position of Juvenile Detention Superintendent.

Essential Duties and Responsibilities:

Write and maintain policy and procedure that describe purpose, programs, operations, and services. Directs and implement policy and procedure to ensure proper care, safety, and security for residents.

Prepare, direct, and implement programming schedule for residents such as education, counseling, exercise, etc. Identify and establish specialized services, including reasonable accommodations for juveniles with disabilities or limited English proficiency.

Inspect equipment and keep abreast of maintenance needs. Oversee inventory control and management of the facilities property, supplies, and other assets. Prepare maintenance and equipment requests.

Compile and report statistical information, including performance measures and demographic information/ trends. Compile and review a variety of reports, narratives, and other informational documents. Ensure the proper completion and retention of facility records. Develop intermediate and long term goals and objectives for continuous improvement of the facility.

Serve as site-coordinator for the Prison Rape Elimination Act and implement the standards of PREA and the Standards for Operation of a Secure Juvenile Detention Facility.

Ensure adequate staffing levels. Plan and outline shifts. Directs policies and procedures to ensure staff safety and security. Interviews candidates for employment. Conduct employees performance reviews. Recommend and implement staff disciplinary procedures. Prepare training items for staff and track training completed by staff. Maintain knowledge of personnel supervision principles and practices. Conduct regular staff meetings.

Recommend budget and personnel needs. Approve petty cash expenditures. Monitor all expenditures.

Direct food services and USDA school lunch/breakfast program.

Direct appropriate resident behavior management. Debrief critical incidents and provide coordination and feedback with involved staff as soon as possible after any incident.

Coordinate medical services and transporting residents to medical appointments. Respond, as needed, to medical emergencies. Oversee the dispensing of prescribed and over the counter medications.

Be available on-call during off-duty hours and respond to problems as required, which may involve return to work site.

Attend meetings, seminars and training. Maintain a current knowledge of trends in the Juvenile Justice field.

Advise, assist and consult with supervisor.

Perform related work as required.

<i>Minimum Experience and Training Qualifications:</i>

Bachelor's degree in Criminal Justice or related Human Services area. Master's Degree preferred. Four years related experience dealing with juveniles, or any combination of education and experience that provides equivalent knowledge, skills, and abilities as determined by Missouri statutes. A valid Missouri Motor Vehicle Operators license is required.

<i>A complete description of the physical and mental abilities required to perform the essential functions of the position is available at the Greene County Human Resources Office.</i>
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<i>Special Requirements:</i>

All applicants for the position of Detention Superintendent will be required to undergo a complete background check and post-offer screening for the presence of illegal drugs as a condition of employment.
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<i>How to apply:</i>

Interested individuals MUST submit a completed application and resume to Human Resources, 940 N. Boonville Ave., Room 314, Springfield, MO 65802, or fax to 417.868.4811. Incomplete applications will not be given consideration.
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Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.