

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: 08/22/2017
Posting No.: 109 (2017187)

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		
Salary:	County Paid Position - Exempt Grade C 12 - \$2,604.00 * Bi-weekly		

Salary Range For Internal/Rehire Applicants: \$2604.00 - \$4164.80 * Bi-weekly

CLICK HERE TO APPLY NOW (The internal application for promotion/transfer may be obtained on the HR ICON on Lotus Notes) Employment Specialist: **Mark Wienke**. 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 09/06/2017

POSITION PURPOSE AND EXAMPLES OF WORK:

- To manage the efficient operation and development of residential treatment programs and staff.
- 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 and 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.
- 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.
- 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.
- 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.
- ***Salary commensurate with experience**

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER