

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: 11/22/2023

Posting No.: 2023194

REPOSTED

Position Title:	Director, Field Services	Position No.:	9005
Department:	Field Services - Administration		
Work Location:	2729 Gillham - Kansas City MO		
Work Hours:	8:00 a.m. - 5:00 p.m. Monday thru Friday		
Salary:	County Paid Position - Exempt Grade 124 - \$101,795.20 Yearly		

Salary Range For Internal/Rehire Applicants: - Yearly

EXTERNAL APPLICANTS CLICK HERE TO APPLY (The internal application for promotion/transfer may be obtained on the HR ICON on Lotus Notes) Employment Specialist: **Jannice Okoye**. 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 12/06/2023

POSITION PURPOSE AND EXAMPLES OF WORK:

To manage and direct the efficient operation and development of field/community based program and services functions for youth, families and stakeholders including, but not be limited to, prevention, diversion, pre-adjudication programming, probation/community supervision, Home Detention/Electronic Monitoring intensive, curfew, clinical support and aftercare services. To manage and provide for the development of the Field Services department personnel, volunteers, mentors and community partners as well as service provision and support for internal organizational partners.

MAJOR TASK STATEMENTS & REPRESENTATIVE ACTIVITIES (Percentage of time):

(The information contained herein is not intended to be an all-inclusive list of duties and responsibilities of the job; other tasks may be assigned. The area to which the job is assigned will govern which duties apply. Management reserves the right to amend and change responsibilities, work shift/schedule, facility, or department to meet business and organizational needs as necessary, including, but not limited to the re-assignment of employees and positions, elimination of positions, and opening, moving, or closing of facilities, and units.)

60% - Manage and ensure the development and operation of the Field Services department functions; formulate and implement administrative policies and procedures. Review and make recommendations and decisions for Field operations.

- Plan, organize, and manage the activities of professional, administrative, and
- clerical staff to ensure the efficient operation of all Field Services Department functions include prevention, diversion, pre-adjudication programming and supervision, probation, home detention/electronic monitoring program, group homes and aftercare services.
- Develop and modify various components of the operational structure. Investigate and resolve a variety of operational problems impacting the department. Develop, review, coordinate and implement all services provided to youth within the Field Services Department. Develop, prepare, review, analyze and disseminate for the purpose of information and process improvement a variety of routine and non-routine reports, spreadsheets, narratives, and other documents for the department. Develop and implement training

processes, procedures, and materials specific to Field Services matters as well as family court issues that foster the most effective and efficient provision of services.

- Engage in strategic planning, review logic models and outcomes. Establish departmental goals, standards, operating procedures, and systems. Monitor procedural compliance of facilities and monitoring of residents to ensure safety and security of residents.
- Provide input as required on family court policies and procedures. Provide input and recommendations for immediate, short-term, and long-range family court needs and objectives.
- Prepare, justify, implement, and monitor departmental budget; Originate requisitions for supplies, equipment, and services.
- Consult with Field management staff and provide direction and guidance concerning the efficient operation of clinical treatment services including mental health counseling , trauma, substance abuse, etc.
- Provide ongoing leadership, consultation, support, review and approval of accreditation processes including American Correctional Association and the State of Missouri Juvenile Officer Standards.
- Provide oversight, direction and ongoing leadership for the volunteer program, intern and student practicum placement programs for the Family Court.
- Responsible for overall management of fleet vehicles assigned to department.
- Maintain knowledge and currency in system reform as related to the area of child welfare matters.
- Assess the overall effectiveness of operations and specific needs of the department.
- Perform related work as required to include, but not limited to, serve on teams/committees as assigned, cross-train for other jobs as assigned, and work on special projects as assigned.

25% - Manage and develop the staff of the Field Services Department.

- Manage and develop the skills and abilities of Field Services Department staff to assure that they become successful in providing services.
- Assign, direct, and supervise the work of subordinate professional and administrative staff, both directly and indirectly.
- Investigate and resolve personnel matters or recommend appropriate actions.
- Oversee the assessment and evaluation of staff performance.
- Plan, provide, and monitor professional development/training for all staff.
- Perform all phases of personnel management function including recruiting, hiring, coaching, correcting, disciplinary functions, payroll etc.
- Maintain ACA compliance by ensuring training hours are met; train staff to ensure Missouri Detention, Prison Rape Elimination Act (PREA), and Juvenile Officer standards are met.

15% - Provide information and/or respond to questions, issues, and problems. Attend meetings and training.

- Provide information to and answer questions from judges, other Family Court staff, partner agencies, and the general public related to matters involving the Field Services Department.
- Work cooperatively with other departments and outside agencies as necessary.
- Attend and conduct meetings, seminars, and training.
- Participate in various community outreach, boards, and/or initiatives supporting youth and families served by the Field Services department.

SUPERVISION OF: Provide general supervision to all Field Services staff both directly and indirectly; provides guidance and evaluates the performance of staff both during and after work is complete; direction to staff may occur both in written and verbal communications, in person and/or by phone.

SUPERVISION BY: Minimal supervision provided by Deputy Court Administrator - Family Court - work monitored by results of assignments and projects, deadlines met, and meetings. At times, director may consult with others with special expertise in areas impacting department issues and needs, including the Court's Legal Counsel, Human Resources, and Budget and Fiscal Operations Officer - Family Court.

SERVICE RESPONSIBILITY:

INTERNAL: Juvenile Officer and staff, Judiciary, Deputy Court Administrator - Family Court, Family Court management and staff. Provides advice and/or recommendations to internal management and line staff. Advise of existing policy and precedents, if applicable.

EXTERNAL: Youth, Families, schools, law enforcement agencies, community partners, other government agencies, attorneys, and mental health agencies. Provide treatment services and placements; coordinate services and educational needs; Handle requests from outside agencies, which can be of a confidential nature.

PRIMARY EQUIPMENT, TOOLS & MATERIALS USED: Computer generated or handwritten reports, radios,

various computer software, judicial software.

MINIMUM EDUCATION AND EXPERIENCE:

Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.)

EDUCATION: Master's degree in Behavioral/Social services or MBA or additional professional degree directly related field.

EXPERIENCE: Three years' in a management capacity with budgetary responsibility. Five years in juvenile justice and/or child welfare or work with at risk adolescents/populations.

SPECIAL REQUIREMENTS:

- Prior Law Enforcement/Peace Officer certification.
- Must have valid driver's license from state of residence, and provide proof of such.
- Must have auto liability insurance and properly licensed/reliable vehicle, and provide proof of such.
- Must submit to and pass criminal background check as prescribed by the Court.
- Must submit to and pass sex offender registry, and MO/KS child abuse & neglect checks.
- 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.

KNOWLEDGE, SKILLS & ABILITIES: *(This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing and lifting. Such requirements vary from position to position and may be determined by the appointing authority.)*

- Thorough knowledge of adolescent developmental and behavioral disorders.
- Thorough knowledge of modern theory, practice and techniques of juvenile probation and correctional methods.
- Knowledge of modern principles, practices, methods, and techniques of management and treatment and case management trends in the Juvenile Justice field.
- 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.
- Demonstrated knowledge regarding current trends in service provision for youth.
- Solid knowledge of personnel policies and practices, procedures, and employment law.
- Knowledge of supervisory and management techniques.
- Knowledge of budget preparation and monitoring.
- 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 analyze and organize facts and precedents and to prepare written recommendations.
- Ability to organize, direct, and coordinate administrative activities in a manner conducive to full performance and high morale.
- Experience in the area of grant writing, fund-raising, development and monitoring RFPs and contracts
- Ability to recognize, investigate, and analyze a variety of administrative problems and devise effective solutions.
- 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.
- Ability to effectively train, supervise, motivate and objectively assess the performance potential of applicants and performance of employees.
- Ability to communicate effectively, both orally and in writing, and to prepare clear, complete and logical reports and/or correspondence.
- Ability to apply specialized knowledge to individual cases and problems.
- Ability to work and relate in a positive fashion toward individuals from diverse backgrounds and maintain effective working relationships.
- Ability to speak publicly in an effective manner as well as composition and writing proficiency
- Ability to operate a vehicle in a safe and prudent manner.
- Skill in the operation of standard office equipment, i.e. computer, telephone, copier/fax, printer, etc.
- Skilled in the operation of word processing and spreadsheet applications.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER