

LINN COUNTY CLASSIFICATION

TITLE: JUVENILE DEPARTMENT PROGRAM MANAGER

NUMBER: 626

APPROVAL ORDER NUMBER: 2024-106

PAY RANGE: 22

DATE: MARCH 26, 2024

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: To plan, organize and supervise the activities of the Linn County Juvenile Department; to perform a variety of professional and administrative tasks related to the operation of the Juvenile Department.

SUPERVISION RECEIVED: Receives direction from the Juvenile Department Director and Deputy Director.

SUPERVISION EXERCISED: Exercises direct supervision over Probation Officers, Work Crew Officers, Crime Victim Specialist and Clerical personnel in the absence of the Office Manager. Provides supervision for the Detention Workers I, II and III and Licensed Practical Nurse after business hours or in the absence of the Detention Manager.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Supervise the intake of all new clients; review new cases and assign to Probation Officers; monitor caseload and progress of cases. Manage the Information Only Data Base by inputting information regarding cases which do not meet charging merit.
2. Assist Director in managing the general performance of the department; perform administrative duties in the absence of the Director including but not limited to guiding staff through problems and procedures related to the operation and quality of department work.
3. Provide individual guidance and instruction to Probation Officers and detention staff as part of the after-hours on-call duties regarding juvenile behavior problems and appropriate treatment, casework problems, department policies and procedures and the interpretation of applicable laws.
4. Monitor the casework, reports and performance of Probation Officers to insure adherence to established standards and practices.
5. Provide daily office management and prepare reports, statistical information and correspondence; supervise the maintenance of department records and coordinate the development and implementation of office procedures.
6. Select, supervise, orient, train, assign work to, evaluate and discipline staff; participate in the resolution of grievances; work with employees to correct deficiencies; coordinate and supervise students and volunteers.

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7. As part of the Juvenile Department Management Team, assist the Director to evaluate department operations and activities and recommend improvements and modifications.
8. Assist the Director in the development and implementation of department goals, objectives and policies and procedures; participate in the preparation and administration of department budget. Make recommendations in terms of the department's growth, programs, fleet and future forecasting.
9. Perform Parole Revocations for youth under the legal and physical custody of the Oregon Youth Authority (OYA). May oversee the management of OYA files, court documents and monitoring community safety. Consult regularly with personnel from other agencies such as the District Attorney's Office, Juvenile Court, Law Enforcement and state agencies regarding the operations of the Juvenile Department and needed coordination of services.
10. Perform on-call duties and office coverage as dictated by on-call policy.
11. Perform intake and case management duties as dictated by departmental needs.
12. Oversee and monitor daily juvenile detention and shelter care population.
13. Review, assess and address department safety and security needs.
14. Respond to community inquiries, concerns and complaints.
15. Responsible to maintain compliance with subordinate personnel for all county and department policies. Provide coaching and intervention, along with accountability, regarding personnel actions. Make recommendations to the Director and Deputy Director regarding hiring, promotions, discipline and terminations.
16. Represent the Juvenile Department on various community groups as directed by the Director or Deputy Director.
17. Develop and maintain effective, harmonious and reasonable work relationships with others.
18. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources., Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of juvenile behavior and adjustment problems and appropriate approaches and methods of treatment; principles and practices of social work and case management; applicable state laws and administrative rules and Juvenile Court policies and procedures; statewide and local correctional and social service agencies and their programs, practices and procedures; principles and practices of employee supervision, training and performance evaluation; modern office procedures and methods and computer equipment including word processing programs and data bases.

Skill and ability to plan, direct, review and coordinate the work of others; lead support, advise, train and motivate assigned staff; understand, interpret and apply state laws and administrative rules, court procedures and directives and department policies and procedures. Communicate and deal effectively with maladjusted, angry or hostile juveniles and their families; make sound judgments on cases based on historical and diagnostic information; apply social work and psychological principles and concepts; organize, evaluate and implement the delivery of services; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

EXPERIENCE, EDUCATION AND TRAINING: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in sociology, psychology, counseling, corrections or a related field; a Master's Degree is preferred and five (5) years of increasingly responsible experience in social work involving work with juveniles, preferably within Oregon's juvenile justice system with at least one (1) year of supervisory responsibility. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described is qualifying.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Motor Vehicle Operator's License and maintain an acceptable driving record throughout the course of employment. Driving is required for County business on a regular basis and to accomplish work.

PRE-EMPLOYMENT – Must successfully pass an extensive background investigation including national finger print records check and must pass a pre-employment drug test.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment and is essentially sedentary in nature. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; reach with hands and arms and the ability to lift or move thirty (30) pounds. Some work assignments involve the safety and security of the juvenile facility and may require physically restraining angry and hostile juveniles. Occasional interactions with juveniles may involve physical contact and/or exposure to hostile attitudes. Participation in Defensive Tactics training and its use involving controlled defensive and offensive body movements including standing, twisting, bending, balancing, pushing, swinging, blocking, parrying and striking.