



Warren C. Evans
County Executive

**DIVISION DIRECTOR - JUVENILE DETENTION FACILITY
CHILDREN & FAMILY SERVICES**

GENERAL SUMMARY:

The Division Director serves as the Executive Director of the Wayne County Juvenile Detention Facility and directs and oversees all administrative services and program activity which includes establishing policy and procedure to be used in conjunction with operating the facility. This role leads and supports the services, contracts, funding and projects associated with JDF to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Administers the facility based on the law, relevant administrative procedures and County policy
- Promulgates policy and procedures and the facility
- Organizes the facility
- Administers all personnel policy and procedures at the facility in accordance with guidelines established by Wayne County Personnel/Human Resources Department and collective bargaining agreements
- Monitors facility's budget in conjunction and in liaison and working with Management and Budget's Fiscal Division for the department
- Prepares all reports for the facility as required by regulatory agencies, the department, and as directed
- Provides and develops general leadership and management practices for subordinate staff
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of the operation of a Juvenile Facility
- Knowledge of the administrative practices, personnel management, program research, planning and evaluation
- Considerable knowledge of the practices and procedures involved in daily operation of a juvenile detention setting
- Ability to write and develop policy and procedures
- Ability to communicate effectively, both orally and in writing

***Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

REQUIRED COMPETENCIES:

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EXPERIENCE AND TRAINING:

Experience: Six years of full-time paid broad based experience as a Manager or upper-level supervisor working with delinquency, legal issues, or juvenile services. At least two years experience working in a child care institution or child placement agency

Training: Bachelor's Degree in Social Work, Sociology, Psychology, Guidance and Counseling, Education, Business Administration, Public Administration,

Criminal Justice or a related field or equivalent educational experience. Master's Degree preferred.

WORKING CONDITIONS:

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Department of Personnel/Human Resources
County of Wayne, Michigan
February 2013