

ASSISTANT SUPERINTENDENT (Programs & Detainee Services)

GENERAL DEFINITION OF WORK:

Performs responsible professional and administrative work assisting in the planning and directing of detainee programs of the detention center; does related work as required.

Work is performed under the general supervision of the Superintendent. Supervision is exercised over subordinate personnel.

TYPICAL TASKS:

Ensures that all aspects of detainee safety and facility security procedures are followed;

Assists in the development and implementation of policies and procedures;

Assists in developing and monitoring budget;

Participates in all personnel actions involving hiring, promotions, transfers and discipline;

Assists in planning, coordinating and evaluating training needs including orientation of personnel;

Manages and supervises the work of subordinate personnel;

Manages, rectifies, resolves, and/or mediates difficult employee related issues;

Provides oversight of volunteer and intern programs;

Assists in compiling statistical data, maintaining records, preparing reports, etc;

Collaborates with educational personnel for the delivery of detainee educational services;

Interprets the philosophy and objectives of the facility through contacts with public agencies and community organizations;

Exercises oversight of the Center's quality improvement initiatives/programs;

As assigned, serves as the Center's Chief Administrator in the absence of the Superintendent;

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of adolescent and family counseling and social work principles and practice; thorough knowledge of the court system and community service providers; ability to implement and evaluate detainee programming; knowledge of child and adolescent development; thorough knowledge of safety and security best practices; thorough knowledge of management principles; ability to communicate effectively orally and in writing; ability to collect, interpret, and analyze data; knowledge of computer technology and software applications (Word, Excel, Access, etc.); ability to motivate and lead personnel; ability to interpret and implement policy; ability to organize and prioritize; Ability to maintain effective relationships with employees, service providers, court personnel, parents and the general public; ability to think and work under pressure; ability to delegate effectively; ability to maintain a calm demeanor in stressful situations or crisis; ability to think and work independently; ability to exercise sound judgment.

EDUCATION AND EXPERIENCE:

A baccalaureate degree, master degree preferred, from an accredited college or university in the field of criminal justice, institutional management, corrections, public administration, or other related discipline; minimum of 5 years experience working with an offender population or maladjusted youth, preferably in a

residential, institutional or correctional setting; minimum of 3 years experience in management or supervision.

OTHER REQUIREMENTS:

Must possess a valid Virginia driver's license; must be able to provide references to verify all requirements for the position; must provide proof of education and experience; must pass a criminal background check and child protective services check; must be able to obtain First Aid, CPR, and physical restraint certifications without modifications; must be able to physically restrain detainees; must have the use of sensory skills in order to effectively communicate and interact with detainees, employees, and the general public through the use of a telephone or personal contact; must have the ability to walk, stand, or sit for long periods of time; must have the physical capacity to lift a minimum of 1.5 cubic feet of files (approximately 40 lbs), move furniture and restrain detainees.

THIS IS A JOB DESCRIPTION AND NOT AN INDIVIDUALIZED POSITION DESCRIPTION. A JOB DESCRIPTION DEFINES THE GENERAL CHARACTER AND SCOPE OF DUTIES AND RESPONSIBILITIES OF ALL POSITIONS IN A JOB CLASSIFICATION. IT IS NOT INTENDED TO DESCRIBE OR NECESSARILY LIST THE ESSENTIAL JOB FUNCTIONS FOR A GIVEN POSITION IN A CLASSIFICATION.