

Job Title: Assistant Director Juvenile Probation

Department: Juvenile Probation
Immediate Supervisor: Director Juvenile Probation

BRIEF DESCRIPTION OF THE JOB: Serves as acting Director his absence and as liaison to detention vendor and schools. Oversees the probation services unit and Juvenile Justice Alternative Education Program. Supervises various programs and personnel and assists with the preparation and administration of budgets and contracts.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

1) Supervises the Juvenile Justice Alternative Education Program by monitoring the staff and program to ensure compliance with laws, standards and policies, negotiating contracts and monitoring compliance, preparing and managing the budget, acting as liaison with school districts and managing personnel issues.	35%	S
2) Supervises the Probation Services Unit by monitoring the staff and unit to ensure compliance with laws, standards and policies, auditing case files and managing personnel issues.	35%	S
3) Assists the director with budget and contract negotiation by assisting with the preparation of the budgets, monitoring and approving expenditures and preparing, and monitoring contracts with vendors.	20%	S
4) Supervises programs and personnel by approving and monitoring time off, monitoring program and unit tasks and assisting with grant preparation.	5%	S
5) Serves as liaison by monitoring the detention program, monitoring the residential program, maintaining statistics on detention use and assisting with the contract process.	5%	S
<i>Physical Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</i>		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

Sedentary Light Medium Heavy Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	R	Monitoring at schools
Sitting	R	Desk work
Walking	O	Around school facilities
Lifting	O	Supplies
Carrying	O	Supplies
Pulling	O	Equipment and supplies
Pushing	R	Equipment and supplies
Using Fine Dexterity	R	Computer keyboard
Reaching	R	For supplies
Kneeling	O	Retrieving supplies from lower shelves
Crawling	N	
Twisting	O	From computer to telephone
Climbing	N	
Balancing	N	
Seeing	C	Reading, computer screen, driving
Hearing	O	Communicating with personnel and juveniles
Talking	F	Communicating with personnel and juveniles
Using Foot Controls	O	Driving

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Machines, Tools, Equipment and Work Aids:

Computer and related software, adding machine, handcuffs, restraints, vehicle

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	W	Other (specify)			

PRIMARY WORK LOCATION			
Office Environment	X	Warehouse	Shop
Vehicle	X	Outdoors	Other: Schools

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	F	Emergency Situations	C
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	F	Noisy/Distracting Environment	O

JOB REQUIREMENTS

Formal Education:

Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.

Experience:

Over seven years up to and including eight years experience is required.

Certifications and Other Requirements:

Juvenile Probation Officer Certification

Valid Texas Class C Driver's License

Supervisory:

Work requires supervising and monitoring work performance through the assistance of other supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.