

## **Champaign County Job Description**

**Job Title:** Superintendent of Juvenile Detention  
**Department:** Probation and Court Services  
**Reports to:** Director of Probation and Court Services  
**FLSA Status:** Exempt  
**Grade Range:** K  
**Prepared Date:** August, 2009

**SUMMARY** Manages the Juvenile Detention Center and other court-supervised programs provided to minors who come into contact with the Juvenile Detention Center. Serves as the legal custodian to all minors held in secure detention. Assists families and the minor in the transition into detention and from detention back to the community. The Superintendent has full responsibility and accountability for secure custody management.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Manages a safe, healthy, secure facility with capacity for forty (40) juvenile offenders, aged 10 through age of majority. Juveniles are held in the Center pending court proceedings or as a sentence after a conviction for either felony or misdemeanor offenses. Provides guidance, supervision and expertise to staff and is on call 24-hours per day.

Provides reports on daily population, detainee violations and statistical reports, that are in compliance with state and local standards, for the Circuit Court, Department of Court Services, Administrative Office of the Illinois Courts, Illinois Department of Corrections and Illinois Department of Human Services. Prepares monthly, quarterly and annual reports on grant-funded programs operated within or by the Detention Center. Maintains program and Center records and ensures that accurate data related to the juvenile detention population is made available, accessible and used as the basis for planning, management and evaluation.

Develops, maintains and updates policy and procedures to guide operations of the Juvenile Detention Center that are in accordance with statutory guidelines and current case law.

Ensures that policies, services and programs are in place to meet the minors' needs. Provides the minors with skills to make positive changes while in custody that will enable them to return to the community with reduced risk to reoffend. Develops and maintains resident behavior management system.

Co-ordinates with social service agencies to ensure that required or court-ordered services are provided to juveniles and the parents of juveniles when applicable.

Maintains extensive contact with Judges of the Circuit Court, Administrative Office of the Illinois Courts, Illinois Department of Juvenile Justice, Illinois Probation and Court Services Association, social service agencies, the State's Attorney's Office, defense attorneys and other

external state and federal level agency representatives associated with juvenile justice practices and initiatives in Illinois.

Provides monthly work schedules for the 24-hour detention staff and ensures adequate staffing and supervision of the facility to ensure the safety of residents, staff and visitors. Monitors the facility for adherence to state standards and local fire codes.

Provides staff orientation, in-service training and a regular and continuous professional development program.

Assesses and informs the Director about budgetary needs of the facility. Assesses and determines resource needs for the facility. With authority of the Director as the need and opportunity arises submits applications for state and/or federal grants to fund resources for the facility, making certain to adhere to the grant format and term requirements.

Monitors employees' performance and manages disciplinary matters as warranted. Serves as Intermediate Supervisor in the Departmental grievance process as the final step in the process before the issue is sent on to the Director for action.

Ensures that juveniles committed to the Illinois Department of Juvenile Justice are safely delivered as ordered.

Assists the Director and other Probation and Court Services Supervisors as needed on special projects or with problematic operational issues.

**SUPERVISORY RESPONSIBILITIES** Manages Six Assistant Superintendents who supervise 50 or more employees in the Detention Center (thirty-five officers, three administrative clerks, four teachers, staff nurse and ten part-time employees). Also co-ordinates student internships (volunteers) and directs the activities of student interns within the center. Is responsible for the overall direction, co-ordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the County and Circuit Court's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding, recommending for hire and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Bachelor's Degree from a four-year college or university and five years' employment in Criminal Justice, Corrections, Public Administration or Social Services with at least five years' supervisory experience or a Master's Degree in Criminal Justice or a related field with at least two years of supervisory experience in these professions.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write

reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees, clients and the general public.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** as required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision. The employee may be required to assist in the physical restraint of a combative minor within the Center.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Conditions are atypical of normal office conditions, but typical of a secure correctional facility. Normal office conditions. Potential problems may exist with mentally ill minors and minors who do not follow the rules and are subject to further sanctions. The noise level in the work environment is usually moderate.