

**DEPARTMENT ADMINISTRATOR 1
OPERATIONS
(JUVENILE DETENTION – CFS)**

Class Code: Z3000

**Starting Range:
\$63,716.00 - \$88,870.00**

GENERAL SUMMARY:

Under the direction of the Assistant Division Director or designee, this position will ensure all related issues pertaining to operational programs at the Wayne County Juvenile Detention Facility are met.

SUPERVISOR:

Assistant Division Director – Juvenile Detention Facility

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- 1) Plan, administer, and implement policies and procedures for direct and indirect care of residents of the Juvenile Detention Facility.**
- 2) Provide professional leadership in terms of plan evaluation, organization, and development of staff employed in areas of direct care, inventory, and recreation.**
- 3) Ensure all health and safety standards are maintained and the facility is clean and orderly at all times.**
- 4) Ensure all requirements for sanitation and safety fire cores are maintained according to regulatory standards and practices.**
- 5) Responsible for staff discipline in accordance with bargaining agreements, civil service, and facility policies and procedures.**
- 6) Acts as Labor Relations representative for the Division.**
- 7) Perform other related duties as assigned.**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of criminal justice practices in juvenile settings.
- Knowledge of state licensing regulations, American Correctional Association standards and requirements.
- Some knowledge of purchasing and inventory practices.
- Knowledge of collective bargaining agreements for various unions and associations.
- Ability to write policy and procedures for secured detention facility.
- Some knowledge of recreation physiology.
- Ability to communicate effectively, both orally and in writing.

DESIRED EXPERIENCE AND TRAINING:

Experience:

- Five (5) years of professional full-time paid experience in a criminal justice facility or social service agency, which includes some experience in investigations, crisis intervention, and counseling. Two (2) of the five (5) years of professional experience must have been in a Supervisory / Managerial capacity.
- A valid State of Michigan driver's license and a safe, acceptable driving record.

Training:

- A Bachelor's degree from an accredited college or university, with a major in Psychology, Sociology, Social Work, Public Administration, or a related field.

(Qualifications for position will be based on those established by the Department of Personnel / Human Resources)

WORKING CONDITIONS:

Work is usually in an indoor setting.

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

Contact Information:

Office 313-967-2023 Nicole Smith - nsmith@co.wayne.mi.us

WCJDF/DA10P