

SNOHOMISH COUNTY JOB DESCRIPTION

JUVENILE COURT PROGRAMS MANAGER

Spec No. 4054

BASIC FUNCTION

To plan, coordinate, and manage programs of Juvenile Detention Services or Juvenile Probation Services of Superior Court.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, coordinates and manages administrative operations and program activities within Juvenile Detention Services or Juvenile Probation Services; coordinates divisional activities with the Courts, Detention, Probation, Prosecuting Attorneys Office, law enforcement agencies, and other agencies and facilities.
2. Plans, organizes, coordinates, supervises and evaluates the work of subordinate employees; participates in and makes recommendations concerning the hiring, discipline, transfer, and termination of employees; advises, assists and trains employees.
3. Reviews staff decisions in relation to department policies, procedures and objectives; provides guidance in crisis management and conflict control and resolution methods between supervisors and line staff; manages training program for new and existing divisional staff.
4. Develops recommends and implements divisional program objectives, operational policies, procedures and work standards; analyzes current practices to ensure compliance with statutory requirements, labor agreements, department standards, court standards and county codes, and grant requirements.
5. Develops and plans for on-going programs; manages and coordinates programs and projects to achieve goals within budgeted funds and available personnel; oversees and coordinates programs plans, future needs, goals and objectives.
6. Participates in the development of the department budget as necessary, and/or makes recommendations, monitors and authorizes expenditures; prepares grant applications and reports, compiles necessary data.
7. Coordinates program services with other department units, outside agencies and municipalities; participates in negotiating contracted services and preparing contracts.
8. Screens and authorizes volunteers and professionals, including student interns, who work within Juvenile Detention Services or Juvenile Probation Services; provides oversight and supervision done by volunteers.
9. Performs related duties for the Assistant Administrator for Juvenile Court Operations in his/her absence.
10. Serves as a member of department's management team.

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STATEMENT OF OTHER JOB DUTIES

11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in social services, human services or a related field; AND, four (4) years related work experience; AND, one (1) year experience in supervision; OR, any equivalent combination of experience and/or training that provides the knowledge and skills. Must pass job related tests.

Washington Association of Juvenile Court Administrators (WAJCA) risk assessment and case management assessment process certification preferred for working in Juvenile Probation Services.

SPECIAL REQUIREMENTS

A valid Washington State Driver's license is required for employment.

Pass a criminal background investigation, reference verification, polygraph examination, psychological examination and a physical health screen.

Must pass Washington State Criminal Justice Training Commission required training within six (6) months of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- WAJCA Risk Assessment Tool and Case Management Assessment Process (CMAP) for Juvenile Probation Services
- Washington State "Consolidated Juvenile Accountability Act (CJAA)" targeted interventions for Juvenile Probation Services
- juvenile behavior patterns
- the juvenile justice system probation and detention operations
- principles and practices of program administration and planning
- supervisory techniques
- grant writing and budgetary applications
- principles of counseling methods
- computer usage with various hardware and software
- literature, trends and development in the criminal justice and social services area

Ability to:

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KNOWLEDGE AND ABILITIES (Continued)

- supervise, coordinate and evaluate the work of subordinate employees
- establish and maintain effective working relationships
- respond effectively in crisis and emergency situations
- conduct public presentations to small or large groups
- communicate effectively orally and in writing
- plan, coordinate and organize the operations of the program
- apply counseling and crisis intervention techniques
- effectively keep accurate records and write reports
- use computers with various hardware and software applications
- effectively relate to juveniles from a variety of social, economic, ethnic and racial backgrounds
- read, interpret and apply laws, rules, regulations and legislation including county personnel rules and labor agreements
- build effective teams

SUPERVISION

Employees in this class report to an Assistant Administrator. The work is performed with considerable independence in accordance with established policies and procedures, broad policy statements, and/or general goals and objectives. The employee supervises the work of subordinate level employees.

WORKING CONDITIONS

JUVENILE PROBATION SERVICES: The work is performed in the usual office environment. The incumbent may encounter highly emotional and stressful situations.

JUVENILE DETENTION SERVICES: The work is performed in the usual office environment as well as in a secure juvenile detention facility. The incumbent may encounter highly emotional and stressful situations. The incumbent may rotate on-call duties during off duty hours. The incumbent may be expected to respond to inquiries incidents or emergent situations at any time.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: Pre-1980 as Youth Work Project Coordinator

Revised: June 1983 and December 1994

Revised and Retitled: February 1998 as Juvenile Programs Services Supervisor

Revised and Retitled: October 2002 as Programs Manager - Juvenile Detention

Revised and Retitled: February 2003 as Juvenile Probation Programs Manager

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Revised and Retitled: February 2006
EEO Category: 2 - Professionals
Pay Grade: 246 - Classified
Workers Comp: 5306 Non-Hazardous