

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: JUVENILE DETENTION DIRECTOR**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to direct operations and activities of the Juvenile Detention Department and coordinating activities between the Juvenile Court and juveniles in detention. Duties and responsibilities include supervising assigned employees, directing and coordinating department work activities, preparing and administering budget, participating in Juvenile Court activities, determining juvenile detentions, preparing recommendations and referrals, monitoring progress of juveniles, meeting with and counseling juveniles and families, performing crisis intervention, serving on various boards, preparing documentation, maintaining records, and performing other tasks as assigned. Reports to Juvenile Judge.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews applicants; makes decisions concerning hiring or termination of employment.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees, juveniles, and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with Judge, Detention Center officials, County Mayor, Public Safety Committee, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Coordinates department work activities with other departments, court officials, law enforcement agencies, outside agencies, or others as needed.

Plans, organizes, and directs overall operations and activities of the Juvenile Detention Department including security, staff management, and administrative functions; oversees maintenance of all department records; plans work schedules and assignments to ensure adequate coverage; directs all work activities; coordinates training for staff members; reviews and approves time sheets, leave requests, and overtime requests; reviews and approves all incident reports; reviews various logs and documentation completed by officers; maintains documentation and records of daily activities/events.

Develops and implements departmental budget; prepares related budget reports; monitors expenditures to ensure compliance with approved budget; prepares budget transfer requests and presents to Budget Committee as needed; reviews and approves purchase requests, purchase orders, and invoices.

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Develops and implements long and short term plans, goals, and objectives for the department and the facility.

Develops, updates, and implements departmental policies and procedures.

Oversees activities relating to Juvenile Court; attends court as appropriate.

Determines whether a juvenile should be placed in detention; evaluates and approves acceptance of juveniles into detention facility as necessary; coordinates placement of juveniles with state agencies or other agencies as appropriate.

Meets with juveniles and parents to review detention guidelines and related issues as needed; monitors progress of juveniles in fulfilling requirements of court orders; provides guidance and counseling; performs crisis intervention as necessary.

Prepares and executes referrals to other agencies for services needed by families.

Coordinates activities regarding juvenile arrests with law enforcement officials.

Communicates as needed with parents, social workers, ministers, attorneys, psychologists, law enforcement officers, or other individuals/agencies regarding juvenile detention activities.

Responds to disciplinary appeals; coordinates disciplinary hearings; reviews and approves disciplinary reports.

Ensures safety and security of juveniles placed into Detention Center; monitors detention operations and activities of detention workers; ensures proper monitoring of juveniles on psychotropic medication, and juveniles who may be suicidal or homicidal at intake; ensures proper measures are taken to prevent escape of juvenile detainees.

Attends various meetings, serves on boards/committees, and makes presentations as needed; oversees and/or serves on various boards involving foster care, child abuse, child protection, or other issues pertaining to the department.

Oversees transportation of juveniles into or out of the state, including to court, medical facilities, other prisons or law enforcement facilities, out-of-state facilities, or other locations.

Approves bills and submits to contract agencies to receive payment for housing of juveniles.

Prepares or completes various forms, reports, correspondence, schedules, billing statements, referrals, budget documents, performance appraisals, or other documents.

Receives various forms, reports, correspondence, invoices, budget reports, timesheets, contracts, juvenile records, court orders, policies, procedures, rules, regulations, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs.

Operates a variety of standard and specialized equipment and tools associated with work activities, which may include a motor vehicle, chemical weapons, handcuffs, flashlight, security/alarm system, door control panel, radio/communications equipment, telephone, or general office equipment.

Communicates with supervisor, employees, other departments, juvenile detainees, parents, law enforcement personnel, court personnel, attorneys, bonding companies, medical providers, visitors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

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Responds to complaints and questions related to department operations or issues; provides information, researches problems, and initiates problem resolution.

Provides education and information to the community regarding juvenile issues; makes presentations to local schools, civic groups, and community organizations; prepares/distributes educational materials.

Provides emergency response on a twenty-four hour basis as needed.

Maintains current knowledge of laws/regulations pertaining to juvenile detention, juvenile probation, Juvenile Court activities, and other applicable laws, rules and regulations; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Operates a motor vehicle to conduct work activities.

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Social Sciences, Business Administration, Public Administration, or closely related field; supplemented by completion of juvenile court and correctional institute training programs; supplemented by four (4) years of progressively responsible experience involving juvenile detention, juvenile probation, working with at-risk youths, program administration, budget administration, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Tennessee Correctional Institution Certification, Tennessee Juvenile Court Training Program Certification, and CPR/First Aid Certification. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; include ability to perform mathematical operations with fractions; ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

### **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) ; may occasionally involve heavier objects and materials (up to 165 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, traffic hazards, bright/dim light, violence, disease, or pathogenic substances.

#### **PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** Monitoring employees, maintaining building security, Gen. Office Work

**Surface:** Concrete, Carpet

**Estimated Total Hours:** 3 **Maximum Continuous Time:** 3

**2. SITTING**

**Tasks:** General Office Work

**Estimated Total Hours:** 5 **Maximum Continuous Time:** 8

**3. LIFTING/CARRYING**

**Objects:** Office Supplies, Communication Equipment, Visual Aids for Public Speaking

<b>Weight</b>	<b>Hourly</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Never</b>
<b>&lt;10 lbs</b>	X				
<b>11-25 lbs</b>		X			
<b>26-50 lbs</b>				X	
<b>51-75 lbs</b>				X	
<b>76-100 lbs</b>				X	
<b>&gt;100 lbs</b>				X	

**4. PUSHING/PULLING**

**Objects:** carts supplies

Height of hands above floor during push: Waist High

**5. CLIMBING**

Tasks: Communicating with detainees, Tours

Device: Stairs

Height: 15 Steps

Frequency: Weekly

**6. BENDING/SQUATTING/KNEELING**

Tasks: Maintaining Safety/Security of Building, Building Repairs

Frequency: Daily

**7. REACHING**

Tasks: Maintaining Safety/Security of Building, Building Repairs, General Office Work

Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily		
21-36"	All	Daily		

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>95</u> % of time
Outside	<u>5</u> % of time

**9. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

**10. LIST TOOLS, EQUIPMENT AND MATERIALS USED**

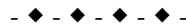
All General Office Equipment, radios electronic security system, O.C. Spray, handcuffs, shackles, cell Keys, Cars, Vans, Cleaning Supplies, Restraint Devices, Washer/Dryer, water cooler, microwave, fingerprint Equipment, safe, T.V., Mail Machine

**11. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp	X		Daily

YES	NO	Don't Know
✓		
✓		
✓		
✓		

<b>Fine Motor i.e.: writing, twisting hands or wrist, etc</b>	X		Daily
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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

**Exemption Status Test (Executive Employee)**

*~ The following questions to determine whether you've misclassified a worker as an exempt executive:*

1. Is the employee's primary duty managing the enterprise or a department or subdivision of the enterprise?
2. Does the employee customarily direct the work of two or more other employees or their equivalent?
3. Does the employee have the authority to hire or fire, and do her recommendations carry significant weight if unauthorized to make the final decision?
4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date