

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: YOUTH SERVICES DIRECTOR**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial/administrative work associated with overseeing operations of the Youth Services Department and coordinating activities between the Juvenile Court and juveniles on court probation. Duties and responsibilities include supervising assigned employees, directing and coordinating departmental work activities, supervising a caseload of juveniles on probation to assure they follow probationary rules and court orders, monitoring progress during probation, meeting with juveniles and parents, performing crisis intervention, determining juvenile detentions, preparing recommendations and referrals, serving on various boards, preparing departmental budget and monitoring expenditures, preparing reports and maintaining records, and providing information and assistance. Reports to County Mayor.

### 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, and disciplining.

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 compliance with all applicable laws, ordinances, 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 and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with County Mayor and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Plans, organizes, and directs operations and activities of the Youth Services Department.

Prepares departmental budget and monitors expenditures to ensure compliance with approved budget.

Supervises and monitors a caseload of juveniles placed on court probation to ensure adherence with rules of probation and orders of the Juvenile Court.

Meets with juveniles and parents to review probationary guidelines and to monitor juveniles' progress in abiding by rules of probation and court orders; maintains monthly or bi-monthly contact with juveniles, parents, and school system; provides guidance and counseling; performs crisis intervention as necessary.

Prepares recommendations for Juvenile Court concerning reappearance of specific juveniles in court; prepares and executes referrals to other community agencies for services needed by juveniles and their families.

Attends Juvenile Court as scheduled; reports court history of each juvenile to Juvenile Judge and/or Referee.

## **Rutherford County, Tennessee • Youth Services Director**

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Determines whether a juvenile should be placed in detention; schedules appropriate court detention hearings.

Coordinates activities regarding juvenile arrests and service of juvenile petitions with law enforcement agencies.

Schedules and monitors restitution payments; documents payments and disburses to victims as appropriate.

Makes referrals for public service work; monitors completion of public service work.

Serves on various boards, or other organizations to provide case managers with recommendations for diagnosing and planning intervention with children and families in crisis.

Prepares or completes various forms, reports, correspondence, logs, juvenile case records, budget documents, performance evaluations, or other documents.

Receives various forms, reports, correspondence, petitions, juvenile case records, budget reports, policies, procedures, 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, spreadsheet, database, or other software programs.

Communicates with county officials, employees, other departments, law enforcement personnel, judges, court officials, juveniles, parents, lawyers, therapists, victims, school officials, the public, outside agencies, and other individuals as needed regarding juvenile probation activities or to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary.

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

### **ADDITIONAL FUNCTIONS**

Serves petitions to juveniles; maintains records as needed.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Social Services or closely related field; supplemented by three (3) years previous experience and/or training that includes progressively responsible juvenile probation or detention, working with at-risk youth, budget administration, and supervision/management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires Tennessee Correctional Institute certification and completion of Tennessee Juvenile Court Training Program. Requires completion of forty hours of in-service training during first year of employment and twenty hours of in-service training during subsequent years, as mandated by State of Tennessee. Must possess and maintain a valid Tennessee driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**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, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**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; may include ability to perform mathematical operations with fractions; may include 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 light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (15-30 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate 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 traffic hazards or violence.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

Estimated Total Hours:   3   Maximum Continuous Time:   1  

**2. SITTING**

Estimated Total Hours:   4   Maximum Continuous Time:   2  

**3. LIFTING/CARRYING**

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs			X		
11-25 lbs				X	
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

**4. BENDING/SQUATTING/KNEELING**

Tasks: Filing

Frequency: 3 times per week

**5. 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

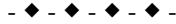
Inside Building	<u>  98  </u> % of time
Outside	<u>  2  </u> % of time

**6. 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

**7. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp			
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily



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.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date