Juvenile Detention Center Administrator
#02157
City of Virginia Beach – Job Description
Date of Last Revision: 02-11-2016

FLSA Status: Exempt
Pay Plan: Administrative
Grade: 20

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Plan and direct the overall operation of a 24-hour juvenile detention home and related programs; and administer and implement the policies and procedures established for the Juvenile Detention Center to ensure that security is maintained for the protection of staff, residents and the community. Report to Human Services Director.

Representative Work Functions and Responsibilities
Oversee the development, implementation, and evaluation of programs and services for the Juvenile Detention Center; and facilitate and coordinate application of Virginia Beach Quality Service System (VBQSS) concepts, principles and practices to ensure division activities are in keeping with City strategic initiatives, goals, and objectives.

Monitor programs for effectiveness, quality, and compliance with all applicable Department of Juvenile Justice and Interdepartmental Licensure standards of regulations; and maintain program services in compliance with all federal and state laws and local government administrative regulations, policies, and ordinances.

Assure proper security is maintained and a safe environment for supervision of children is maintained.

Manage administrative functions including preparation and administration of budget, monitoring and evaluating work performance, scheduling, assigning, reviewing, and counseling of staff, including conducting staff conferences and meetings; authorize the purchase of supplies and equipment in accordance with City guidelines; and develop and maintain a training program specific to the service needs of a juvenile detention facility staff and needs of children in care.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards
Programs are consistent with needs of clients and facility; programs are evaluated for effectiveness in achieving goals on a continual basis and are modified accordingly; division’s programs meet the Code of Virginia and State Board of Juvenile Justice regulations; budget reflects goals and priorities and is promptly revised in response to changes in funding; expenditures correspond to budget schedules with any change justified and approved; public officials are kept informed of program progress/plans/problems
on a timely basis; cooperative relationship are maintained with community agencies and organizations; public support for the program is maintained; staff of highly motivated professionals is maintained through performance appraisal and ongoing employee development; staff creativity and innovation is encouraged; staff is encouraged to identify opportunities for enhancing effectiveness of programs.

**Minimum Qualifications**
Requires any combination of education and/or experience equivalent to twelve (12) years, four (4) of which must have been in a supervisory capacity, in fields related to psychology, sociology, criminal justice or public administration which provide the required knowledge, skills, and abilities.

**Preferred Qualifications**
Master’s degree in a field related to human behavior and experience in corrections and residential care.

**Special Requirements**
Must be available to work evenings, weekends, holidays, and overtime when required to meet operational needs.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

**A. Knowledge**
1. Knowledge of the policies and procedures of the juvenile justice system.
2. Knowledge of federal, state and local laws as they relate to the Juvenile and Domestic Relations Court.
3. Knowledge of the Virginia Department of Juvenile Justice Standards.
5. Knowledge of budgeting procedures, cost analysis and municipal accounting.
6. Knowledge of the jurisdiction of the Juvenile and Domestic Relations Court.
8. Knowledge of Quality Management theories, concepts, and practices, how to apply them, and how to gain staff commitment to them to maximize unit effectiveness and efficiency.
9. Knowledge of municipal administrative practices and operational policies and procedures.
10. Knowledge of municipal government mission, programs, and services and the Juvenile Detention Center’s role/contribution to the government’s goals and objectives.

**B. Skills**
1. Skill and experience in fiscal planning/management.
2. Skill in management and supervision of personnel.
3. Skill in working with the media for creating a positive public image.
4. Skill to make effective public presentations to diversified groups.
5. Skill in conducting program evaluation and program planning.
6. Skill in effective oral, written and interpersonal communication with staff and customers in conveying complex information or resolving sensitive issues.

**C. Abilities**
1. Ability to develop and maintain effective working relationships with all customers.
2. Ability to recognize problems of both a physical and psychological nature as exhibited by juveniles.
3. Ability to effectively communicate both verbally and in writing.
4. Ability to plan and direct administrative/facility maintenance tasks for the VBJDC.
5. Ability to plan and supervise the work of others.
6. Ability to keep comprehensive records and prepare reports.
7. Ability to plan and manage a budget for a large facility.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
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**Working Conditions**
The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

**NOTE:** Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City’s business.

**Physical Requirements:** Physical refers to the requirement for physical exertion and coordination of limb and body movement.
Sedentary work that involves walking or standing some of the time and routine keyboard operations. May involve occasional kneeling, stooping, squatting, climbing, gripping, pushing, lifting and raising objects and exerting up to 30 pounds of force.

**Mental Requirements:** Mental refers to the degree that the job involves cognitive activities, and use of mental processes
Performs advanced professional level work in the analysis or interpretation of methods of a fiscal, social, legal, or managerial nature and formulates recommendations on the basis of such analysis and applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.

**Environmental Conditions:** Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.
This job involves a risk of limited to no exposure to any environmental hazards.

**Sensory Requirements:** Sensory refers to hearing, sight, touch, taste, and smell required by the job.
Normal visual acuity, and field of vision, hearing and speaking.

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