

Job Class Code: 7630	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to oversee the operation of a 100 bed 24-hour secure juvenile detention center under the general direction of the Department Director. The Superintendent has responsibility for staff supervision, resident classification, resident behavior management, program and service delivery, budget management, employee relations, quality assurance and compliance with licensure standards, and legal and regulatory compliance with all federal and state laws and local government administrative regulations, policies and ordinances. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Supervises staff including selecting or recommending selection; training, assigning and evaluating work; enforcing performance standards; counseling; disciplining; and terminating or recommending termination.
- Monitors programs for effectiveness, quality, and compliance with all applicable Department of Juvenile Justice (DJJ) and Interdepartmental Licensure standards of regulations; and maintains program services in compliance with all federal and state laws and local administrative regulations, policies, and ordinances.
- Assures proper security and a safe environment is maintained for residents, staff and community.
- Manages administrative functions including oversight of budget, personnel-related issues, and crisis management and training Management.
- Directs and oversees preparation for DJJ monitoring visits every six months and full audit every three years.
- Directs and oversees compliance with the Prison Rape Elimination Act.
- Ensures collaboration with Chesapeake Public Schools and the Virginia Department of Education to provide a fully accredited school program for residents.
- Ensures collaboration with Chesapeake Integrated Behavioral Healthcare (CIBH) to provide mental health treatment and case management services to residents.
- Oversees contractual agreements with the DJJ to operate the Community Placement and Detention Re-Entry Placement Programs.
- Collaborates with courts and other organizations to establish policy regarding juveniles.
- Manages grant programs for areas of responsibility in compliance with applicable guidelines and regulations.
- Assists with development and implementation of policy for area of responsibility; ensures compliance with same by staff.
- Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- Attends or conducts staff, Board, Commission, parent/guardian, and other professional meetings to exchange information.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.

Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees and staff in other agencies; writes complex reports.
Mental Requirements	Performs professional level work requiring the application of legal or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in business administration, public administration, psychology, sociology, social work, education, criminal justice, counseling, or a closely related field. Master's or graduate degree is preferred.
Experience	Requires a minimum of six years of progressively responsible experience in juvenile services, corrections, or a related field with a minimum of two years of supervisory experience.
Special Certifications and Licenses	None

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.