

**City of Chesapeake Class Title: Assistant Superintendent Juvenile Services**

<b>Job Class Code: 7610</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to perform difficult professional and administrative duties in supervising the activities of counselors in direct care of juveniles in a detention facility, and provide oversight of administrative staff. The class is responsible for general staff supervision including planning, organizing, and leading team operations to ensure that effective services are delivered to clients. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- Develops and implements in-house operating policies and procedures regarding intake/release, food service, purchasing, maintenance, training, special programs, detention, information technology, safety and security, records management, discipline, and all matters related to compliance with federal, State, and local laws and regulations.
- Ensures staffing levels are adequate and enforced fairly and appropriately. Monitors overtime use of detention staff.
- Develops, compiles and interprets data for the operating and capital budgets.
- Identifies, develops and implements federal programs and funding sources.
- Develops and initiates programs for building and facilities maintenance and modifications.
- Monitors expenditures of local, State and federal funds.
- Assists the Superintendent in planning and organizing programs and activities of the detention home.
- Participates in determining procedures for implementation of objectives.
- Supervises and reviews work of subordinates.
- Assists the Superintendent in interviewing, selecting and orientating new employees.
- Serves as liaison and representative with City offices and outside entities.
- Reviews billing, accounts payable and Kronos information for the department.
- Provides oversight of contractual agreements and grants.
- Assists with special projects (i.e. Joint Juvenile Justice Center, Emergency Management, and Disaster Response)
- Compiles statistical data and prepares reports.
- Performs other related duties as required.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	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.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements and may use descriptive statistics.
<b>Language Requirements</b>	Reads scientific and technical journals, abstracts, financial reports, or legal documents.

**City of Chesapeake Class Title: Assistant Superintendent Juvenile Services**

<b>Mental Requirements</b>	Performs professional level work requiring the application of scientific, legal, or managerial methods in the solution of technical, administrative, or legal problems.
<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	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.
<b>Experience</b>	Requires a minimum of five years of progressively responsible experience in juvenile services, corrections or a related field. A minimum of three years of supervisory experience is preferred.
<b>Special Certifications and Licenses</b>	None
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**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.*

Revised 9/7/17