

Walla Walla County Position Description

JOB TITLE: Detention Manager

DEPARTMENT: Corrections, Juvenile Division/Juvenile Justice Center/Department of Court Services

REPORTS TO: Director of Corrections and Court Services Manager

PAY GRADE: 8, Full-time, FLSA Exempt, Benefits Apply

JOB SUMMARY: The Detention Manager is responsible for the planning, organization, and direct control of technical, administrative, and day-to-day operations and activities in the Juvenile Detention Center. Direction is received from the Director of Corrections and the Court Services Manager.

SUPERVISORY RESPONSIBILITIES: Responsible for the direct supervision of all staff assigned to work in the Juvenile Detention Center.

ESSENTIAL FUNCTIONS:

- Ensures the safety and security of youth residing in and staff working at the Juvenile Detention Center.
- Provides direct supervision and evaluation of Juvenile Detention Officers, including Shift Supervisors.
- Responsible for the oversight of all aspects of the daily operations within the Juvenile Detention Center.
- Assists the Director of Corrections and the Court Services Manager in the planning, development and implementation of such detention programs as required by legislation or judicial direction.
- Responsible for acting as the juvenile court liaison with other juvenile facilities.
- Develops and maintains professional and productive working relationships with law enforcement, attorneys, volunteers, program providers and other youth-serving agencies.
- Researches, writes, implements, supervises, and enforces all policies and procedures within the facility under the oversight of the Director.
- Assists the Director of Corrections and the Court Services Manager in the coordination and operation of the Department's Electronic Home Monitoring Program and Sentry UA Program.

EXAMPLE OF DUTIES:

- Recruits, trains, evaluates, and retains Detention Center personnel.
- Participates in the handling of employee grievances and disciplinary procedures.
- Continually reviews all PREA requirements and ensures staff, service providers and volunteers are PREA-trained.
- Serves as the Juvenile Justice Center PREA Coordinator and completes PREA investigations as assigned by the Director of Corrections.
- Assists with the preparation of the Department's budgets.
- Ensures that all required supplies and materials are available, as needed, and that all equipment, machinery, and the detention facility are in proper working condition.
- Evaluates, adjusts, and implements the Detention Center's Behavior Change/Modification Status Level System.

- Ensures all shift schedules are prepared and posted in a timely manner and that all shifts are adequately staffed. Must be available to fill in and assist in Detention, as needed, including weekends and after normal business hours.
- Approves employee time sheets, monitors overtime, and approves and/or denies leave requests.
- Reviews all Detention Center incident reports and violations of resident rules; refers serious incidents to law enforcement and the Director, as necessary and per policy.
- Attends conferences, trainings, workshops, seminars, and related meetings to stay current on modern juvenile justice methods, techniques, and administration.
- Represents the Department on various committees/organizations relating to improvements in the juvenile justice profession, exchange of information, public regulations, and public support and other similar activities.
- Conducts personnel investigations and writes investigative reports at the direction of the Director of Corrections.
- Maintains appropriate liaison with media, as directed.

EQUIPMENT TO BE USED: General office equipment, computers, automobiles, two-way radios, restraint devices and other equipment necessary to perform this job.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: The working environment is divided between working in the secure environment of the detention facility and an office setting. The duties require walking on various types of surfaces, running, sitting, kneeling, standing, often for long periods of time, maintaining balance, climbing stairs and inclines, kneeling, bending, stooping, crouching, reaching, pushing, pulling, and twisting. Requires a sense of touch, finger dexterity, gripping with fingers and hands, lifting and carrying 50-100 pounds and the ability to drag a person out of a room in the event of an emergency; working in confined space, and working alone in remote locations under noisy conditions. Must be able to hear normal voice conversations, alarms, and have good vision. Requires wearing rubber or plastic gloves; subject to call in and call back as the job demands.

KNOWLEDGE AND ABILITIES:

- A thorough knowledge of the Juvenile Justice Act of 1977, RCW Title 13; working understanding of RCW Title 9A; understanding of applicable Washington Administrative Codes, including 10.77, WAC 139 and WAC 388.700; working knowledge of American Correctional Association (ACA) standards.
- A thorough knowledge of leadership, management, supervisory and administrative principles, and techniques.
- A thorough knowledge of the causal factors of delinquency, modern rehabilitation theories and methods, procedures, and techniques; principles of psychology, accountability and behavior management, and social welfare policy.
- Ability to prepare annual budgets and possess a working knowledge of County practices, policies, and procedures.
- A working knowledge of security practices, policies, and procedures as they pertain to the entire detention facility.
- A working knowledge of and ability to develop professional relationships with child placement, employment, counseling, rehabilitative, legal defense, welfare, and vocational resources available to at risk youth.
- Ability to conduct personnel investigations and write investigative reports at the direction of the Director of Corrections.
- Ability to write well and speak effectively to large groups.

- Ability to be tactful and courteous with difficult individuals and groups in crisis situations.

EDUCATION AND OTHER REQUIREMENTS: Bachelor's degree in a relevant field of study, preferably: criminal justice, psychology, social sciences, social work, sociology, or allied field. Two (2) years of documented experience in a management level position in criminal justice OR ten (10) years of experience in juvenile justice direct service work.

LICENSES AND OTHER REQUIREMENTS:

- Maintain a valid driver's license and vehicle insurance coverage and successfully pass a driving record check.
- Must successfully pass a thorough background investigation, polygraph exam, and psychological evaluation.
- Successfully complete middle management course offered by the Washington State Criminal Justice Training Commission within six (6) months from date of hire.
- Maintain current CPR/first aid/AED certification.

Note: This position is considered management level and is therefore exempt from the Walla Walla County AFL-CIO collective bargaining agreement.

Sub note: Employees assigned to this classification are designated to render first aid assistance in the regular course of their work. Classification is designated as a high exposure classification as defined under the occupational health and safety act in Washington Administrative Code governing Washington Industrial Health and Safety Act for bloodborne pathogens protocol.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT