

CLASS SPECIFICATION FOR
Detention Home Assistant Superintendent

GENERAL STATEMENT OF DUTIES: Assists the Detention Home Superintendent with the administration and operation of the juvenile detention home; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This class performs a wide variety of administrative, staff development, and supervisory duties. Supervision may be exercised over a shift and/or a variety of functions such as food or medical services. The incumbent may work a fixed, split or rotating shift.

EXAMPLES OF WORK (illustrative only):

- Supervises the daily operation of the detention home;
- Provides on-going programs of staff development and training;
- Plans, organizes and directs the activities program, which includes arts and crafts, sports and evening recreational events;
- Assigns, supervises and reviews the work of the staff, consulting with them on routine and special problems;
- Interviews and counsels the children whose adjustment difficulties may cause disciplinary problems and takes corrective action to solve or modify disciplinary problems;
- Confers with the Superintendent and other detention home staff, probation officers and parents concerning a child's progress while in detention;
- Prepares evaluation reports dealing with the child's adjustment to detention and relays reports to the appropriate authority or agency;
- Prepares and maintains an official record of each child's adjustment and behavior while in detention;
- Processes requisitions for food, medical, administrative, and activity-related supplies;
- Assists the Detention Home Superintendent in the development of budgets and fiscal plans for the home;
- Act as the Detention Home Superintendent during their absence;
- Acts as liaison between the schools and detention home;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of counseling and social work principles and practices, with particular reference to the problems of socially and emotionally maladjusted children; knowledge of juvenile-and family-delinquency control practices; ability to plan, develop and organize a comprehensive and purposeful activities program for maladjusted children; ability to plan, direct and review the work of employees; ability to successfully complete and to assign administrative tasks; ability to establish and maintain effective working relationships with detention home staff, social service and mental health/mental retardation agencies, public officials and the public; ability to write and speak effectively.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in behavioral science and two (2) years of detention, court services, social services or other related work experience; OR, any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

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