



PARISH OF CADDO
 Department of Human Resources
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Closing Date:
 Starting Rate:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED:
 01/01/2006;11/28/06;01/01/07*

JOB TITLE: Asst. Juvenile Detention
 Manager

DEPARTMENT: Juvenile Services

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$16.37 - \$24.61 /hour

GRADE: 20

A highly responsible management position that reports directly to the Juvenile Detention Manager. Position assists in the overseeing of the operation of the Juvenile Detention Center, establishes necessary programs for residents and supervises all volunteer programs and participants.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- In cooperation with the Manager have direct supervisory responsibility over all Detention Center subordinate staff and activities.
- Primarily responsible for Juvenile Detention daily budget. Assists in the preparation and implementation of detention budget.
- Establish program types, schedules and contents of activities to be engaged in by residents.
- Screen, supervise and coordinate all volunteers and volunteer programs.
- Ensure compliance with all P.O.S.T. Orders and other approved policies and procedures.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required

- Bachelor degree in social science or related field and at least two years experience in a supervisory position.
- Must have good knowledge of effective supervisory practices.
- Above average ability to effectively communicate both verbally and with written reports.
- Must be able to maintain harmonious working relationships.
- Ability to maintain a complete knowledge and understanding of all Detention Center policies and procedures sufficient to train subordinate staff.
- If assigned a court vehicle, must possess a valid driver's license, with a good driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.