



**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](http://www.caddo.org)

Date Posted:6/15/06

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED: 05/10/06;11/2806  
01/01/07*

JOB TITLE: Director

DEPARTMENT: Juvenile Services

FLSA Status: Exempt

SALARY RANGE: \$32.49 - \$48.87

GRADE: 55

A highly responsible management position that reports directly to the Caddo Parish Administrator. Position is responsible for managing the overall operations of the Department of Juvenile Services.

**DUTIES AND RESPONSIBILITIES**

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

- Leads the Department of Juvenile Services in ensuring parish resources are used to best serve the citizens and employees of the Parish of Caddo. Makes proper decisions.
- Plans, directs, coordinates, and carries out policies relating to all phases of the Department of Juvenile Services, including the department's three major divisions: Juvenile Probation, Juvenile Detention, and STAR Boot Camp.
- Manages all programs involving care and rehabilitation of juveniles.
- Coordinates planning, research, evaluation, and funding as they pertain to juvenile services.
- Organizes and/or approves prospective components of community supervision to ensure an appropriate continuum of services and sanctions for juvenile offenders and families in need of services.
- Prepares and maintains the budget for the Department of Juvenile Services.
- Manage employees to include fair and equitable treatment.
- Create a learning environment and foster teamwork within the group.
- Manage an effective working relationship with Juvenile Court personnel, law enforcement agencies, attorneys, public defenders, social service agencies, educators, and others to promote conflict resolution involving juveniles under the direction of the Department.
- Any other related responsibilities that may be assigned.

**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's Degree in Criminal Justice, Behavioral Science, Public Administration, Business Administration, Business Management, or a related field, ten years of related experience may substitute in lieu of a B.S. Degree.
- Five or more years of experience in probation/detention services with at least three years as a supervisor or manager.
- Experience in managing a juvenile detention center and/or residential facility is highly desirable.
- The ability to plan, initiate and execute procedures and policies.
- Analytical mind to verbally and in writing direct persons at all levels.
- Must have valid driver's license.

**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. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.