



**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:  
 Date Closed:  
 Starting Rate:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

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

JOB TITLE: Manager of Detention

DEPARTMENT: Juvenile Probation

FLSA Status: Exempt

SALARY RANGE: \$19.99 – \$30.04

GRADE: 24

A highly responsible management position that reports directly to the Director of Juvenile Probation. Position supervises and is responsible for all operations of the Caddo Juvenile Detention Center. Insures all center staff and residents follow all approved policies and procedures.

**DUTIES AND RESPONSIBILITIES**

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

- Provides overall supervision and management for all Detention Center activities.
- Ensure compliance with all POST Orders and other approved policies and procedures.
- Approves all requests for required supplies.
- Provides for on-the-job training for Detention Center staff.
- Maintains records, reports, and files for the Center.

**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 social science or related field and at least two years experience in a management position.
- Ability to plan, initiate and execute programs, procedures and policies.
- Knowledge of budget procedures.
- Above average knowledge of effective management and supervision skills.
- Above average ability to effectively communicate both verbally and with written reports.
- 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. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.