

Yellowstone County Class Specification

Class Title	Youth Services Center Director
Class Code Number	5130
Grade	K
FLSA	Exempt
EEO Function	Corrections (11)
EEO Category	Officials/Administration (1)
Date	August 2006

Job Summary

Responsible for managing the operations and activities of the County's Youth Services Center; does related work as required.

Distinguishing Class Features

This is highly responsible and difficult management, administrative and supervisory work involving the planning, direction and supervision of the operations of the County's Youth Services Center. The work is performed under the general direction and supervision of the Board of County Commissioners, but nature of work allows employee in this class to exercise independent judgment and initiative. The nature of the work performed requires an employee in this class establish and maintain close cooperative working relationships with the Board of County Commissioners, Finance Director, Boards of Directors of the South Central Juvenile Detention Region, Counselors, Youth Services Center supervisory personnel and employees, youth and parents or guardians of youth in a County youth care facility, school officials and community social services resource providers. Supervision is exercised over all Youth Services Center employees and supervisory personnel and youth in the Youth Services Center's facilities.

Essential Job Duties and Responsibilities

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)

Personnel:

- Trains, assigns, prioritizes, directs, manages, supervises and evaluates the work and activities of Youth Services Center employees;
- Recruitment of all center employees in accordance with prescribed policies and procedures;
- Approves vacation, sick leave and leaves of absence for all Center personnel; and
- Prepares payroll reports for all Youth Services Center staff on a monthly basis.

Program Management:

Development:

- Plans, directs and supervises the operations and activities of the County's Youth Services Center;
- Develops goals, plans and measurements for the identification and evaluation of the Youth Services Center needs;

- ❑ Confers with County's Board of County Commissioners, Finance Director, District and Justice Court Judges and appropriate others to discuss, identify and assess Youth Services Center needs;
- ❑ Identifies key issues involved in meeting the Youth Services department needs;
- ❑ Develops recommendations for enhancing Youth Services Center operations and services in collaboration with the Board of County Commissioners, Finance Director, District and Justice Court Judges and appropriate others; and
- ❑ Reviews all on-going programs and makes recommendations for improvements.

Fiscal:

- ❑ Prepares annual budget for the Youth Services Center in collaboration with the County's Finance Director and monitors expenditures of funds;
- ❑ Prepares regional Youth Services Center budget in collaboration with the South Central Juvenile Detention Region Board of Directors and ensures that regional financial reports are completed and submitted as required; and
- ❑ Researches, writes and administers grants appropriate to Youth Services Center program goals.

General:

- ❑ Recommends and oversees implementation of Youth Services Center policies, rules and regulations;
- ❑ Implements, monitors and changes center programs and procedures as required;
- ❑ Provides guidance and direction to establish and maintain the quality of services offered and to ensure that programs meet the needs of referred youth and State and Federal licensing requirements and standards;
- ❑ Plans and implements public relations activities for Youth Services Center programs;
- ❑ Attends meetings, conferences and workshops as requested and authorized; and
- ❑ Performs related work as required.

Required Knowledge, Skills and Abilities

Knowledge and understanding of:

- ❑ Management and supervision of youth care agencies;
- ❑ Principles and practices of youth care facilities and providing and supervising youth counseling, crisis intervention and youth behavior modification services;
- ❑ Principles, practices and laws of youth probation and corrections;
- ❑ Child and adolescent development and the dynamics of abuse and neglect;
- ❑ Understanding of minorities and their respective cultures; and
- ❑ Social and economic causes of youth crime and delinquency
- ❑ Safety rules, procedures and practices;
- ❑ Governmental code of fair practices.

Skilled in:

- ❑ The organization, leadership and management of social services;
- ❑ Intake interviewing, counseling and assessment;
- ❑ Persuading assigned youth to work for positive behavioral changes; and
- ❑ Identifying and evaluating youth emotional needs.

Ability to:

- ❑ Write clearly and informatively, varying writing style to meet needs;
- ❑ Speak clearly and persuasively in positive and negative situations;
- ❑ Manage difficult or emotional situations;
- ❑ Interpret and implement policies and practices that adhere to all applicable state and federal laws and regulations;

- ❑ Train, assign, supervise and evaluate the work of others;
- ❑ Ability to establish and maintain effective working relationships with the Board of County Commissioners, Finance Director, Youth Services Center supervisory personnel and employees, social service providers, others associated with assigned duties and the general public;
- ❑ Perform a wide variety of youth counseling and related operational and administrative tasks with accuracy and speed under the pressure of highly charged emotional situations;
- ❑ Prepare accurate and reliable reports containing findings, conclusions, recommendations and justifications;
- ❑ Ability to perform a wide variety of management, administrative, supervisory, youth counseling and related operational tasks with accuracy and speed under the pressure of highly charged emotional situations;
- ❑ Operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties;
- ❑ Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- ❑ Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; and
- ❑ Meet challenges with resourcefulness through original thinking and creativity.

Reporting Relationships

Reports to the Board of County Commissioners.

Minimum Qualifications

Education/Experience/Training:

- Graduation from a college or university of recognized standing with a Bachelor's degree in Sociology, Psychology, Social Work, Criminal Justice or a closely related field; **and**
- Four (4) years' experience working with and counseling youth in crisis at the level of Youth Services Program Supervisor; **or**
- Any equivalent combination of experience and training totaling eight (8) years.
- A Master's Degree is desired.

Certifications:

- Drivers License issued by the State of Montana;
- CPR and First Aid Certification within 6-month probationary period.

Essential Physical Abilities

Essential Physical Abilities:

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.

- Clarity of speech and hearing that permits the employee to communicate well with youth, others involved in the treatment and counseling of youth, Counselors, supervisory personnel, other department personnel and appropriate others;
- Specific vision abilities required by this job include the ability close and far vision, the ability to adjust focus while operating computers and viewing into monitors, to read paper documents and to carefully observe the behavior and activities of youth at the facility;
- Manual dexterity that permits the employee to operate a computer keyboard and transport case files, supplies and other items;

- Personal mobility that permits the employee to move from one area of the Youth Service facility to another and to manage youth when they become physically aggressive.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is generally an office environment;
- Because an employee in this class is located in a work environment associated with unstable youth, the work may involve an element of personal danger;
- The noise level in the work environment varies from moderate to sporadically loud.

Accepted - Board of County Commissioners

Date Stamp
August 28, 2006

Amended:

Date
April 17, 2024