



CLASS SPECIFICATION

Class Code: 60013702 (ER)
60015875 (RR)
Date Established:
Last Reviewed: 04/2025
Last Revised: 04/2025
Last Title Change: 05/2003
FLSA: exempt
Probation: 12 months

DIVISION DIRECTOR JUVENILE SERVICES

DEFINITION

Under administrative direction, is responsible for the overall management and administration of one or more major service divisions of Juvenile Services; and performs other relevant work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Five years of full-time experience managing programs in juvenile justice, case management, or community services which included two years of supervisory experience AND a bachelor's degree from an accredited college or university in one of the behavioral sciences or in a closely related field.

LICENSE OR CERTIFICATE

A valid Class C driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

May require a current and valid Nevada Commission on Peace Officers Standards and Training (POST) Basic Category I or II Certificate at the time of appointment and if required, must maintain POST requirements per NRS/NAC 289 for continued employment in this classification or provide verification of current enrollment in a Nevada POST Basic Category I or II Academy at the time of application.

A CPR/First Aid and Blood Borne Pathogens certificate is required at the time of appointment and must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, organize, and direct the activities of varied program functions across the department.

Contribute to, and participate in, various committees surrounding strategic planning goals, objectives, long term and annual plans and operating models for the department by participating in the development and implementation of organizational strategy and the creation of an organizational culture designed to support the delivery of a wide range of high quality and mandated services to the community.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Interpret County and department policies for division staff, the general public, clients and community organizations.

Review operations and secure compliance with policy and directives.

Consult and advise program management staff on problems concerning personnel, procedures, and services; evaluate continuing operations and initiate corrective action as necessary.

Study and report on anticipated needs and services in the division including new and expanded facilities and design, more efficient utilization of existing facilities, development and implementation of programs and services to maximize effectiveness.

Establish program priorities and develop policy recommendations; implement new policies and procedures to maintain compliance with changes in laws and meet community needs.

Monitor proposed legislation, laws and regulations that may impact operations, developing opinions and positions on proposed legislation.

Evaluate the overall effectiveness of case management, departmental programs and services and staff training programs.

Develop, administer, and monitor the Division annual budget. Evaluate budgetary needs and participate in budget conferences with the Director.

Prepare, administer, monitor, and coordinate alternative funding sources through grant writing and donations.

Effectively represent the department with committees, boards, work/study groups, professional organizations community meetings/groups, the media, and at legislative and public hearings.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County Juvenile Services Department policies and procedures.

Countywide personnel policies such as sexual harassment, discrimination, ADA and EEO.

Computer software specific to the department/division.

Responsibility and authority of Juvenile Services.

Ability to:

Plan, organize and direct the activities of varied program functions to accomplish established goals and optimize efficiency.

Resolve complex personnel, fiscal, and program issues.

Evaluate operational problems or situations; develop sound conclusions; make effective decisions and/or recommendations.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of program development, implementation, and promotion.

Laws and regulations relating to juvenile justice practices.

Modern principles and practices of public administration including budgeting, staffing, and organization.

Principles and practices of management and supervision to include leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Grant development and administration.

Ability to:

Supervise personnel, including training, assigning and reviewing work, administering discipline, and conducting performance evaluations.

Analyze and evaluate a wide range of information, project consequences of proposed actions, formulate alternative solutions, and make appropriate responses or recommendations.

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Develop budgets and track expenditures.

Prepare clear, concise and accurate reports and records.

Develop and implement recommendations regarding work procedures and policies.

Read, interpret and apply pertinent laws, statutes, codes and regulations including administrative and departmental policies and procedures.

Effectively communicate with individuals from diverse socioeconomic, ethnic, and cultural backgrounds.

Establish and maintain effective working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical abilities and work environment.)*

Applicants may be required to:

Pass a detailed background investigation.

Pass a Computer Voice Stress Analysis.

Pass a County approved medical examination, including drug screen, and psychological examination.

Employees in this classification may be required to meet Nevada Commission on Peace Officers Standards and Training (POST) requirements per NRS/NAC 289 for continued employment in this classification.

Employees in this classification may be required to maintain POST Category I or II requirements by demonstrating proficiency in Defensive Tactics, OC Spray, weapons retention, and maintaining all other continuing training and education annually.

Successful completion of Department approved and mandated training for continued employment in this classification.

May work outside traditional business hours to include evenings, weekends, and holidays and requires flexible work schedules.

Ability to work in a professional office and juvenile detention environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.