

The Nassau County Juvenile Detention Center (JDC) is seeking candidates to fill the position of **Assistant Director**.

The JDC is a 16- bed secure facility designed to house juvenile offenders who have criminal cases pending in Family, County, or District Courts. The center accepts approximately 200 admissions per year. The detention center is designed to be a short-term facility and houses youths until final dispositions of their cases.

GENERAL STATEMENT OF DUTIES

Assists in directing administrative programs for the Nassau County Juvenile Detention Center; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of considerable judgment in assisting in planning, organizing, and directing the activities of subordinate personnel.

TYPICAL DUTIES

- * 1. Assists in administratively directing and managing all phases of the institutional operation.
- * 2. Implements existing Social Welfare and Family Court Laws, including those that pertain to regulatory and licensure compliance, risk management, and the health and safety of residents.
- * 3. Assists in planning, scheduling, and directing the activities of subordinate personnel.
- * 4. Acts as liaison with state and local authorities relative to investigations of matters concerning the health, safety, and well-being of confined residents, as needed.
- * 5. Assists in budget preparation for the total institution.
- * 6. Conducts frequent tours of inspection of the facility in the interest of security, safety, and general cleanliness.
- 7. Participates in conferences and meetings for the purpose of developing more effective programs.

***ADA ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of management and operational issues related to the operation of a 24/7 residential facility.
2. Considerable knowledge of the principles and methods of supervision and program planning.
3. Considerable knowledge of risk management administration.
4. Considerable knowledge of youth group behavior and needs in work, recreational, and educational activities.
5. Knowledge of modern detention methods and study techniques applicable to the specialized field of temporary childcare.
6. Ability to work and communicate with detained children.

7. Ability to plan and direct the work of subordinates.
8. Ability to establish and maintain effective working relationships.
9. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Master's degree from regionally accredited or New York State registered college or university and

Six years of satisfactory experience developing, evaluating, or coordinating an administrative area of a health-care facility.

This is a provisional appointment; Nassau County Civil Service Commission will offer an exam at a later date.

Nassau County Residency Required (If from another County a waiver will be required)

Fees associated with obtaining employment with the Juvenile Detention Center:

NYS OCFS Statewide Central Registry \$25

NYS Justice Criminal Background Check \$120

Nassau County Criminal Background Check \$100

NYS OCFS Staff Exclusion List \$0

Salary:

Starting \$74,519

After 6 months \$84,522

After 1 year \$108,199

Subsequent increases will be annually in accordance with the CSEA contract in effect.

Benefits package and NYS Pension

For consideration, please send resume, cover letter and salary requirements to JDCAdmin@nassaucountyny.gov with "AD" in the subject line.

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR