



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT DETENTION FACILITY ADMINISTRATOR**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Judge Mario E. Ramirez, Jr. Juvenile Justice Center Detention Facility Administrator is the administrator of the detention facility and is under the direct supervision of the Director/Chief Juvenile Probation Officer for the Judge Mario E. Ramirez, Jr. Juvenile Justice Center. The Detention Assistant Facility Administrator is responsible for the planning, organization, staffing, directing, coordinating, and reporting. Performs all duties relative to the effective and responsible supervision, management, and welfare of the residents, within the context of maintaining the best interest of public safety.

EXAMPLES OF WORK PERFORMED

Be knowledgeable and comply with all departmental (Probation and Detention) Policies and procedures, Title I and III of the Texas Family Code, Texas Juvenile Justice Department standards and code of ethics

Directs and manages all assigned personnel in accordance with the Texas Juvenile Justice Department secured Facility Standards and departmental policies and procedures

Responsible for the daily operations of the facility

Must ensure that all employees of the facility are trained on the policies and procedures of the facility

Maintains the facility operations and procedure manuals and conducts a yearly review of the manual

Maintains current knowledge of all Texas Juvenile Justice Department standards and regulations and disseminates this information to all facility staff

Reports the death, abuse, neglect or exploitation of any detained resident in accordance with state law and the Texas Juvenile Justice Department's standards and regulations

Conducts research, plans programs, recommends overall policy to the Pre-Adjudication Facility Administrator and Chief Juvenile Probation Officer

Consults on a daily basis with department supervisory staff related to facility issues and concerns

Ensure all Court Orders issued by State District Courts are followed

Be knowledgeable of all department units and their function

Must be able to travel on an as needed basis

Must be able to complete reports and case management in required time frames

Regular attendance is a must

Promote a positive image of the department in the community and maintain a high level of professionalism and moral character at all times

Work in harmony with all department staff and perform any and all duties assigned to insure the efficient and effective operation of the department

EDUCATION AND EXPERIENCE

Bachelor's degree conferred by a college or university accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board in public or business administration or one of the social or behavioral sciences

Master's Degree preferred

Five (5) years' experience in a social service, community, correction or juvenile justice agency to include substantial management and administrative experience

Five (5) years in a correctional or residential facility with administrative and/or management experience

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Must complete oral interviews

Must complete and pass a background investigation

CERTIFICATES, LICENSES AND REGISTRATION

Must be eligible for certification by the Texas Juvenile Justice Department as a Juvenile Probation Officer and Juvenile Supervision Officer

Must have a current valid Texas motor vehicle operator's license

Must have proof of motor vehicle insurance

Must be able to be insured by the County's insurance carrier

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations