



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BOOT CAMP FACILITY ADMINISTRATOR**
Grade: 16

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 Facility Administrator for the Judge Mario E. Ramirez, Jr. Juvenile Justice Center's Boot Camp Facility/Transitional Program, which is located in Weslaco, Hidalgo County, Texas, is responsible for the oversight of the facility's overall operations in accordance with the Texas Juvenile Justice Department and the Judge Mario E. Ramirez, Jr. Juvenile Justice Center. The Boot Camp Facility Administrator is directly accountable to the Chief Juvenile Probation Officer of Hidalgo County.

EXAMPLES OF WORK PERFORMED

Provides leadership, direction, and guidance for assigned staff

Demonstrates knowledge of both fundamental and current T.J.J.D. issues

Assesses the quality of facility programs regularly and sets goals for revision

Coordinates both intra and inter-facility activities and programs

Monitors all facility budgets and reflects sound budget management practices

Keeps facility staff aware of trends and long term issues regarding budgets

Keeps facility staff efforts prioritized, focused and within appropriate timelines

Plans and provides for staffing changes within facility/program

Selects, transfers and assigns personnel for facility

Supervises overall performance of staff to encourage job and personal development

Proficient in basic lifesaving methodology in order to effectively render medical assistance to residents on an as needed basis

Sets the example regarding personal appearance, to include the wearing of prescribed uniforms and civilian clothing, for cadets/residents

Is able to effectively communicate and interact with supervisors, members of the general public, and other groups involved in the operation of the Judge Mario E. Ramirez, Jr. Juvenile Justice Center/ Boot Camp Facility-Transitional Program

Requires the ability to read a variety of informational documentation, directions, instructions/methods/procedures related to the Judge Mario E. Ramirez, Jr. Juvenile Justice Center's Boot Camp Facility

Requires the ability to write reports with the proper format, punctuation, spelling and grammar

Is able to assemble information and make written reports and documents in a concise, clear and effective manner

Has good organizational, management, interpersonal, and technical skills

Is able to use independent judgment and discretion including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems

Perform any and all other duties as assigned by the Chief Juvenile Probation Officer or designee

EDUCATION AND EXPERIENCE

Minimum Requirement – Bachelor degree conferred by a college or university accredited by an accrediting organization recognized by the Texas Higher Education Coordination Board

One (1) year of graduate study in criminology, corrections, counseling, law social work, psychology, sociology, or other field of instruction approved by T.J.J.D. OR

One (1) year of experience in full-time case work, counseling, or community or group work

In a social service, community, corrections, or juvenile agency that deals with offenders or disadvantaged person

T.J.J.D determines the kind of experience necessary to meet this requirement

Minimum of five (5) years' experience in management and management of a juvenile justice corrections facility

Maintain an active T.J.J.D. certification as a juvenile supervision officer and juvenile probation officer

Minimum Requirement - must satisfactorily complete oral interviews

Mandatory - complete and pass a background investigation to meet juvenile supervision officer certification/recertification standards as set forth by the Texas Juvenile Justice Department:

Knowledge of standards of food preparation/serving and kitchen procedures

Basic skill in using a computer

CERTIFICATES, LICENSES AND REGISTRATION

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

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