



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DETENTION 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 Judge Mario E. Ramirez, Jr., Juvenile Justice Center, Detention Assistant Facility Administrator is the administrator of operations for the detention unit and is under the direct supervision of the Facility Administrator. 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

Provides leadership, direction, and guidance for assigned staff;

Demonstrates knowledge of both fundamental and current Texas Juvenile Justice Department (T.J.J.D.) issues and certification

Demonstrates knowledge of both fundamental and current Prison Rape Elimination Act (PREA) facility certification.

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

Keeps facility staff efforts prioritized, focused and within appropriate timelines;

Plans and provides for staffing changes within facility/program;

Selects, hires, trains, and dismiss staff as needed.

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;

Ability to participate in training/certification in non-violent physical restraint technique as approved by the Department/Texas Juvenile Justice Department;

Ability to restrain youths;

Sets the example regarding personal appearance.

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, Detention Unit.

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 Detention Unit.

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;

Works in harmony with all department staff;

Perform any and all other duties as assigned by the Director/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;

Possess the work experience or graduate study required

Never have had any type of certification revoked by lawful authority of the Texas Juvenile Justice Department (T.J.J.D.) and not be currently under an order of suspension

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

One (1) year of graduate school may substitute for required full-time casework experience

3 years' experience in Juvenile Justice related field/management of a Juvenile Corrections facility preferred.

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;

Knowledgeable in and ability to implement Prison Rape Elimination Act (PREA) standards.

Knowledgeable in and ability to implement Texas Administrative Code (T.A.C.) chapter 343 - Standards for Secure Juvenile Pre-Adjudication Detention and Post-Adjudication Correctional Facilities

Knowledgeable in and ability to comply and implement all departmental (Probation and Detention) Policies and procedures, Title III of the Texas Family Code, and Code of Ethics.

CERTIFICATES, LICENSES AND REGISTRATION

Must be eligible for certification by the Texas Juvenile Justice Department as a

Juvenile Probation Officer and Juvenile Supervision Officer

Applicant 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 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