

DHHS YOUTH REHABILITATION AND TREATMENT CENTER  
ASSISTANT ADMINISTRATOR

DESCRIPTION: Under limited supervision, assists with the operation of a youth detention center that houses and rehabilitates juvenile offenders; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, coordinates, directs and controls assigned operations and programs to establish operational priorities, to coordinate these operations with other functions within the facility, and to ensure program objectives and standards are established and attained and are congruent with overall goals.

Determines and requests staff, material, and equipment needs for the operations and programs managed to contribute to the formulation and justification of budgetary requests for the facility as a whole.

Develops performance evaluation standards and procedures to provide information to subordinates on the expectations of individual work performance and to ensure complete and objective appraisal of a subordinate's performance.

Reviews and compares work performance of subordinate staff with established standards to determine employee production levels; training needs; and appropriate personnel actions such as promotions, disciplinary actions; status changes, separations, and grievance dispositions.

Develops and recommends new and revised rules, policies, and procedures to respond to changes in operational or program needs, objectives, and priorities and to improve the overall efficiency and effectiveness of the facility operations and programs.

Develops procedures to respond to changes in statutes, administrative policy, and accreditation standards.

Confers with the program heads, other managers and facility staff to discuss and solve facility problems and issues that impair the effectiveness and efficiency of programs and organizational operations.

Confers with and advises subordinate staff to exchange information on and/or explain administrative and program objectives, policies, procedures, and standards and to identify the characteristics of work problems and formulate possible solutions.

Evaluates and determines the disposition of new or revised rules and procedures from agency staff or representatives of other organizations to assess their impact on existing administrative and program systems and to ensure response to program needs.

Answers questions and explains issues for the public and news media to keep them informed of the purposes and programs of the facility and to foster good public relations.

Directs the proper use and maintenance of the buildings, grounds and equipment to maintain security,

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: Health and Human Services System organization, programs, services, missions, goals, objectives, rules, administrative regulations, accreditation, policies, and institutional procedures and practices as they apply to the facility; the State's criminal justice system; applicable State Statutes; principles of public information; community organizations, public information channels, and services provided by public and private community agencies.

Ability to: understand administrative policy; develop and install institutional procedures and operations and evaluate their efficiency and effectiveness; effectively analyze situations and exercise judgement and discretion in interpreting and applying department policies; deal with employees, offenders, and the public with tact and diplomacy; establish and maintain effective working relationships with subordinates, supervisors, public and private officials, and the news media.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: modern principles, practices, and methods of correctional administration; the attitudes, problems, and behavior of the facility population; principles and practices of institutional programming including educational/vocational training and rehabilitation programs; security requirements and techniques; budgeting; accounting; finance; personnel management; effective methods of supervision; management principles; and relevant case law.

Ability to: communicate effectively with a variety of people, juvenile offenders, peers, staff, public, news media; supervise a group of management staff; manage resources; handle sensitive issues.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Bachelor's degree in appropriate discipline and five years related administrative experience with demonstrated administrative ability and leadership OR completion of a career development program including work-related experience, training, or college credits equivalent to the Bachelor's degree.