

STATE OF NEBRASKA CLASS SPECIFICATION  
**COMMUNITY-BASED JUVENILE SERVICES AID PROGRAM  
ADMINISTRATOR**

EST: 06/13 - REV: 00/00  
CLASS CODE: G67410

**DESCRIPTION:** Under administrative direction of the Executive Director of the Nebraska Commission on Law Enforcement and Criminal Justice, is responsible for administering the Community-Based Juvenile Services Aid grant program which purpose is to assist communities in developing programs to prevent persons from entering the juvenile justice system and in rehabilitating juvenile offenders. Performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position may be assigned to this class based on the scope and level of work performed as outlined below.)

**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.)

Provide technical assistance and guidance for the development of comprehensive juvenile services plans.

Coordinate the review of the Community-Based Juvenile Services Aid Program application as provided in section 43-2404.02 and make recommendations for the distribution of funds provided under the Community-Based Juvenile Services Aid Program, giving priority to those grant applications funding programs and services that will divert juveniles from the juvenile justice system, impact and effectively treat juveniles within the juvenile justice system.

Reduce the juvenile detention population or assist juveniles in transitioning from out-of-home placements to in-home treatments.

Develop data collection and evaluation protocols, oversee statewide data collection, and generate an annual report on the effectiveness of juvenile services that receive funds from the Community-Based Juvenile Services Aid Program.

Ensure that no funds appropriated or distributed under the Community-Based Juvenile Services Aid Program are used for purposes prohibited under subsection (3) section 43-2404.02.

Develop relationships and collaborate with juvenile justice system stakeholders, provide education and training as necessary, and serve on boards and committees when approved by the commission.

Assist juvenile justice system stakeholders in developing policies and practices that are research-based or standardized and reliable and are implemented with fidelity and which have been researched and demonstrate positive outcomes.

Develop and coordinate a statewide working group as a subcommittee of the coalition to assist in regular strategic planning related to supporting, funding, monitoring and evaluating the effectiveness of plans and programs receiving funds from the Community-Based Juvenile Services Aid Program.

Work with the coordinator for the coalition in facilitating the coalition's obligations under the Community-Based Juvenile Services Aid Program.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: grants and contracts processing and monitoring; accounting principles, practices, methods and procedures; budgeting procedures; computer capabilities and applications; state and federal statutes and legislation regarding aid administration; Nebraska's juvenile justice system and the changes enacted with the passage of LB561 in 2013; agency and state fiscal policies, rules and regulations; state accounting system.

Skill in: effective communication; data collection; program evaluation; decision-making, quantitative and analytical review; planning and organizing; multi-tasking and time management.

Ability to: communicate effectively; work under pressure; meet deadlines; analyze financial transactions; work independently with little supervision; present information; speak to large groups; identify and resolve problems; prepare reports; listen effectively; develop standards and policies.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's degree in Criminal Justice, Social Psychology, Behavioral or Social Sciences and two years of experience working with juvenile based grant/aid programs in either a county or state environment and in a multiple agency capacity involving either state, county or federal stakeholders.

**SPECIAL NOTE:**

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility as required by the Fair Labor Standards Act (FLSA).