SECOND JUDICIAL DISTRICT COURT
WASHOE COUNTY
STATE OF NEVADA

Director of Juvenile Services
$135,096.00 - $175,635.20
Plus a comprehensive benefits package

Announcement: **December 16, 2020**

Filing Deadline: **Open Until Filled**

Interested applicants should apply online at http://www.washoecourts.com.

THE DISTRICT COURT

The Second Judicial District Court covers all communities within Washoe County and is part of the judicial branch of government. The District Court occupies two courthouses located in downtown Reno. The General Jurisdiction's historic courthouse proudly displays a copper dome lined with magnificent stained glass. The Family Division is located in a multi-court complex. Its footprint lines the banks of the Truckee River.

The Second Judicial District Court is a collaborative partner within Washoe County. Community outreach initiatives and public access to justice are on the forefront of the Court's mission. The District Court team is dynamic, boasts a wide range of expertise, and appreciates diversity.

Washoe County is a vibrant community. With world renowned Lake Tahoe nearby, residents enjoy its beauty all year long. The City of Reno offers all the benefits of a city while maintaining its small-town atmosphere. Washoe County is truly a great place to live.

Learn more about how you can join our team!

How to Apply

A complete application packet will consist of the following:

- District Court Application HERE
- Cover Letter
- Resume
- 3 Professional References
- Education Verification

We do not accept resumes in lieu of the District Court Application

Direct application packet to:

Julie Wise, Assistant Court Administrator
775-325-6623 (phone)
Julie.Wise@washoecourts.us

The Second Judicial District Court is an Equal Employment Opportunity Employer

POSITON DESCRIPTION

This is an at-will position, reporting directly to the Presiding Judge of the Juvenile Delinquency Division of the Second Judicial District Court. The Director is responsible for administrative, budget management, and the day to day direction of Juvenile Services including its three divisions: Detention, Court Services, and early Prevention/Early Intervention. The Director oversees a staff of approximately 130 permanent employees and a budget of $14.2 million.

SUPERVISION EXERCISED

Exercises direct supervision over professional staff and support staff.

EXAMPLES OF DUTIES

Plan, organize, direct, and manage the Detention, Court Services, and Prevention/Early Intervention Divisions of the Juvenile Services Department.

Develop cooperatively, with the Committee for Juvenile Services and the Family Court, operational policies and procedures for the administration of the Department.

Plan and direct the work of the professional and support staff.

Supervise the activities and performance of assigned staff, including training, work assignment and review, employee discipline, and performance evaluation.

Prepare, administer, and monitor the annual Department budget.

Oversee and direct the preparation of studies, surveys, and regular and special reports.

Develop, monitor, and update the department strategic plan while improving service delivery and maintaining fiscal responsibility. Monitor planning and law-making efforts in Juvenile Justice taking place at the County, Legislative, and State level.

Analyze community conditions affecting juvenile justice activities and develop programs to meet changing needs.

Assess community needs and coordinate resources to enhance existing programs.

Develops programs to create community awareness.

Seek, coordinate, and monitor grant funding to enhance department functions.

Represent the department in dealings with local, state, and regional agencies, the media, commissions, committees, boards, community groups, and professional organizations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Departmental policies and procedures including personnel policies.

Federal, State, and local laws, rules, regulations, and legislation affecting the functions of the Juvenile Services Department.

Goals and philosophy of the Department.

Community and agency resources and service providers.

Juvenile probation work and related Court procedures, including strategic and collaborative practices working in a community framework.

Detention and shelter care standards, including experience with or knowledge of recognized best practices in juvenile justice, such as the NCJFCJ Juvenile Delinquency Guidelines and the Juvenile Detention Alternative Initiative (JDAI) through the Annie E. Casey Foundation.

Federal, state, and local codes, laws, and regulations affecting Juvenile Services.

Principals, practices and techniques of organizational management.

Principals and practices of effective supervision.

Virtual meeting platforms such as Zoom.

***Ability to*:**

Plan, organize, and direct juvenile service programs.

Develop and manage complex budgets and track expenditures.

Analyze information, project consequences of proposed actions, and develop appropriate recommendations.

Interpret and apply regulations, policies, and procedures to staff and the public.

Develop and maintain effective working relationships with management, staff, elected officials, stakeholders, community leaders, service organizations, and the general public.

Prepare, clear, concise and accurate records and reports.

Communicate effectively, both verbally and in writing.

Supervise personnel; including training, assigning and reviewing work, administering discipline and conduct performance evaluation.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

SPECIAL REQUIREMENTS

Ability to work remotely via an internet network connection provided by the employee. This connection should be a minimum of 50mb download speeds. Higher connection speed may be required if sharing this connection with other members in employee's household.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree from an accredited college or university in Behavioral Science or a related field and five years of full-time work experience related to youth and families, including a minimum of three years at a management level that included managing a program with multiple functions.

A Master's degree from an accredited college or university in degree may be substituted for one year of management experience.

LICENSE OR CERTIFICATE

CPR/First Aid certification.

Successful completion of Department approved and mandated training.

If P.O.S.T. certified, must maintain certification.