

Classification Title: Assistant Director of Detention Services

FLSA Status: Exempt

BRIEF DESCRIPTION: Supervises staff and inmates assigned to the detention facility. Ensures the state and departmental policies and procedures are maintained. Creates and develops procedures necessary to effectively operator assigned detention facility. Enforces departmental rules and regulations. Resides over staff meetings and interviews. Conducts evaluations of staff and the facility.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Supervises and monitors the staff and inmates.
2	S	Reviews reports and other documentation to establish changes or implementation of polices.
3	L	Patrols facility, checking for repairs or safety issues.
4	L	Maintains staff records of performance and assesses their ability to conduct their duties and responsibilities.
5	S	Responsible for maintaining and filing staff records and reports.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	Associates degree in Criminal Justice or related field.
Experience	Three years experience as a Detention Captain and 10 years experience as a Detention Officer.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Professional lecturer certification, CPR, Detention Officer certification course, and Class C Driver's license.
Reading	Intermediate
Math	Intermediate

Writing	Intermediate
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions in regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Walkie talkie, phone, vehicle, camera, CCTV, control panels, copier, fax, calculator, Lotus Notes, Microsoft Office, Right Fax, Cognos.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

Latex gloves, non-lethal weapons, restraints.