

**Requisition Title:: DIRECTOR OF JUVENILE SERVICES**

**Primary Location:** UNITED STATES OF AMERICA-TEXAS

**Work Locations:** JUVENILE ADMIN - 2600 LONE STAR DRIVE 2ND FL – DALLAS, TEXAS 75241

**Organization:** JUVENILE DEPARTMENT

**Brief Description:** Directs the juvenile services, programs and facilities for Dallas County and implements the directives and policies of the Juvenile Board relating to the delivery of these services and programs.

**Detailed Description:** Directs and manages programs and services to maintain compliance with Title 3 of the Texas Family Code and Standards and other related state federal statutes. Promotes inter-agency and community collaboration to further the goals of the department. Manages human resources through recruitment, selection, training and motivation of the workforce. Facilitates effective processing of juvenile court cases by working with departmental personnel, District Attorney staff, District Clerk employees, juvenile defense attorneys and court personnel. Manages fiscal resources of the department to include budget preparation, development of performance measures and monitoring of expenditures. Develops and implements creative, effective, rehabilitative programs that address the needs of youths and the courts. Evaluates staff and program performance in all assigned areas of juvenile services to ensure the effectiveness of services provided. Develops departmental missions, goals and strategic plans designed to meet client service needs. Communicates effectively with the Juvenile Board on strategic plans and issues. Communicates effectively with staff, other County officials and the community. Performs other duties as assigned.

**Job Requirements:** Education and experience equivalent to a Master's degree from an accredited college or university in Business, Public Administration, social and/or behavioral sciences or in a job related field of study. Seven (7) years of management related experience including supervising and directing programs and services related to juveniles and/or other offenders. Ability to effectively communicate both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Requires demonstrated ability to develop and implement effective programs proven managerial skills ability to exercise sound judgment ability to work with board members thorough knowledge and understanding of laws, principles, and program applications related to this field knowledge of the Court systems strong interpersonal skills and high ethical standards. Certification by the Texas Juvenile Probation Commission as a Probation Officer is preferred. Must possess a valid Texas Driver's License, with a good driving record. Must pass an extensive background investigation. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment. Must reside in or be willing to relocate to Dallas County. Must remain on call 24-hours a day, 7 days a week. Must be able to visit various off-site locations.

**Additional Details:** An extensive pre-employment background investigation will be conducted on all applicants who have been offered a position with Dallas County. The hiring process involves successful completion of each step. The steps include: Criminal History Review, Traffic Violations Record, Review of Personal History Statement and Documents, Physical Examination, and Background Investigation. Dallas County is an Equal Employment Opportunity Employer. AmeriCorps, Peace Corps, National Service Alumni volunteers, and persons with a criminal background are encouraged to apply.

**Minimum Salary:** 14155.90 monthly

**Maximum Salary:** 17694.87 monthly

**Currency:** US Dollar (USD)

**Requisition ID:** 000956