



CLASS SPECIFICATION FOR  
**Detention Home Superintendent**

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**GENERAL STATEMENT OF DUTIES:** Directs and supervises the operation of the juvenile detention home; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position that plans, organizes and directs the detention home program under the Juvenile and Domestic Relations Court. The incumbent supervises professional and administrative support employees in running a 24-hour operation. Work is performed under the administrative review of the Deputy County Manager for Community Services, with general supervision from the judge of the Juvenile and Domestic Relations Court.

**EXAMPLES OF WORK** (illustrative only):

- Plans, organizes and directs the operation of the juvenile detention home;
- Administers and implements the policies and objectives established for the detention home and recommends policies to the directing authority for adoption;
- Assigns, schedules and reviews the work of subordinates;
- Advises staff on difficult or unusual problems;
- Prepares budget estimates of operating expenses and sees that expenditures are kept within budget allotments;
- Assists in formulating and coordinating detention and release policies for the detention home;
- Works closely with Juvenile and Domestic Relations Courts and Director of Court Services in matters relating to detention practices;
- Interprets the philosophy and objectives of the detention home program through contacts with interested public agencies, community organizations and through the various communications media;
- Advises or plans for in-service training and orientation sessions for staff members;
- Meets with judges on a regular basis to discuss policies and problem areas;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of the laws pertaining to the juvenile court and to juvenile detention homes; extensive knowledge of detention home philosophy and administration of children's institutions; extensive knowledge of juvenile and family delinquency control practices; knowledge of counseling and social work principles and practices, including casework methods, with particular reference to problems of socially and emotionally maladjusted children; knowledge of statistical analysis and agency financing; ability to plan, direct and review the work of employees; ability to establish and maintain harmonious working relationships with detention home staff, social service and mental health/mental retardation agencies, public officials and the public; ability to write and speak effectively.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in a behavioral science and five (5) years of detention, court services or related work experience, one (1) of which is in a supervisory or administrative capacity; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.