

ASSISTANT COMMISSIONER FOR SECURE DETENTION (ACS)

Duties and Responsibilities

This is a management class of positions. Under executive direction, with the widest latitude for the exercise of independent initiative and judgment, provides overall management and supervision of secure juvenile detention facilities. Performs related work.

Examples of Typical Tasks

Manage and supervise the management of all secure detention facilities and providers.

Advance the division's mission and vision through the development of policies and procedures regarding secure detention, recruitment and hiring, staff development and promotion of personnel, budget administration and the development and the implementation of new technologies.

Lead the planning, development and implementation of critical improvements to secure detention programming and services, including the creation of a classification system and the planning and implementation of a program model for juvenile offenders in secure detention.

Oversee the development of a continuum of therapeutic services and supervision that enhance public safety by reducing recidivism and encouraging youth development.

Participates in the formulation and implementation of secure detention policies and procedures; makes recommendations related to policy and procedural revisions.

Spearhead efforts to improve service delivery models around educational, mental health, health, case management, family engagement, and recreational and vocational skill building programming.

ASSISTANT COMMISSIONER FOR SECURE DETENTION (ACS) (continued)

Examples of Typical Tasks (continued)

Manage detention services in compliance with all Federal, State and local regulations and guidelines.

Collaborate with system stakeholders, including judiciary, attorneys, city agencies, advocates, community groups and others to promote an effective and responsive juvenile justice system.

Review and oversee detention staff resources and maintain proper staff deployment.

Represent executive leadership of the division at meetings and conferences concerning policy and operational issues and agency activities related to secure detention.

Perform liaison functions relating to the operations of detention services with Federal, State, local and not-for-profit organizations.

Provide supervision to secure detention executive staff.

Responsible for review and preparation of administrative reports.

Undertake other duties as assigned by executive leadership of the division.

Qualification Requirements

1. Bachelor's degree from an accredited college and 4 years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, consultative or executive capacity or supervising personnel performing activities related to the duties of the position; or

ASSISTANT COMMISSIONER FOR SECURE DETENTION (ACS) (continued)

Qualification Requirements (continued)

2. A combination of education and/or experience equivalent to “1” above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience described in “1” above.

Direct Lines of Promotion

None. This class of positions is in the Non-Competitive Class.