

ASSOCIATE COMMISSIONER FOR DETENTION SERVICES (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 and non-secure juvenile detention. Performs related work.

Examples of Typical Tasks

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

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

Lead the planning, development and implementation of critical improvements to 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 services and supervision that enhance public safety by reducing recidivism and encouraging youth development.

Manage and supervise less restrictive alternatives to secure detention in group homes through contracts with not-for-profit organizations.

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

ASSOCIATE COMMISSIONER FOR DETENTION SERVICES (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 the Deputy Commissioner of the Division of Youth and Family Justice (DYFJ) at meetings and conferences concerning policy and operational issues and agency activities.

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

Provide supervision to secure and non-secure executive staff.

Responsible for review and preparation of administrative reports.

Undertake other duties as assigned by the Deputy Commissioner for DYFJ.

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

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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.