

The Nassau County Juvenile Detention Center (JDC) is seeking candidates to fill the position of Assistant Director.

The JDC is a 32 bed secure facility designed to house juvenile offenders who have criminal cases pending in Family, County, or District Courts. The center accepts approximately 800 admissions per year. The detention center is designed to be a short-term facility and houses youths until final dispositions of their cases.

### **GENERAL STATEMENT OF DUTIES**

Assists in directing administrative programs for the Nassau County Juvenile Detention Center; performs related duties as required.

### **COMPLEXITY OF DUTIES**

Under general supervision, the duties require the use of considerable judgment in assisting in planning, organizing, and directing the activities of subordinate personnel.

### **TYPICAL DUTIES**

- \* 1. Assists in administratively directing and managing all phases of the institutional operation.
- \* 2. Implements existing Social Welfare and Family Court Laws, including those that pertain to regulatory and licensure compliance, risk management, and the health and safety of residents.
- \* 3. Assists in planning, scheduling, and directing the activities of subordinate personnel.
- \* 4. Acts as liaison with state and local authorities relative to investigations of matters concerning the health, safety, and well-being of confined residents, as needed.
- \* 5. Assists in budget preparation for the total institution.
- \* 6. Conducts frequent tours of inspection of the facility in the interest of security, safety, and general cleanliness.
- 7. Participates in conferences and meetings for the purpose of developing more effective programs.

### **\*ADA ESSENTIAL FUNCTIONS**

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable knowledge of management and operational issues related to the operation of a 24/7 residential facility.
2. Considerable knowledge of the principles and methods of supervision and program planning.
3. Considerable knowledge of risk management administration.
4. Considerable knowledge of youth group behavior and needs in work, recreational, and educational activities.
5. Knowledge of modern detention methods and study techniques applicable to the specialized field of temporary child care.
6. Ability to work and communicate with detained children.
7. Ability to plan and direct the work of subordinates.

8. Ability to establish and maintain effective working relationships.
9. Ability to express oneself effectively, both orally and in writing.

## **MINIMUM QUALIFICATIONS**

### **Training and Experience**

Master's degree from regionally accredited or New York State registered college or university  
and

Six years of satisfactory experience developing, evaluating, or coordinating an administrative area of a health-care facility.

### **Salary:**

Starting \$54,929

After 6 months \$62,545

After 1 year \$74,002

After 12 years \$123,227

Benefits package and NYS Pension

Nassau County Residency Required

This is a provisional appointment to be tested at a later date.

For consideration, please send resume, cover letter and salary requirements to [jobs@nassaucountyny.gov](mailto:jobs@nassaucountyny.gov) with "AD" in the subject line.

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR