

Tarrant County requests that applicants who may need accommodations for a disability, in order to complete the application process, notify the Human Resources Department at least 24 hours in advance of the needed accommodations at (817) 884-3252.

**TARRANT COUNTY
JOB OPPORTUNITIES**

EQUAL OPPORTUNITY EMPLOYER
TARRANT COUNTY HUMAN RESOURCES 100 E. WEATHERFORD FORT WORTH, TEXAS 76196

Job Line Number: (817) 884-1188

Persons who are deaf and need information about Tarrant County job vacancies should call:

Relay Texas TDD 1-800-735-2989

DEPUTY ASSISTANT DIRECTOR - INSTITUTIONAL SERVICES

APRIL 04, 2022

SALARY: \$3,553.90 - \$3,909.29 /BIWEEKLY

SALARY GRADE: 75

DEPARTMENT: JUVENILE SERVICES

CLOSING: 04/23/2022 @ 11:59 P.M.

ESSENTIAL JOB FUNCTIONS: Performs administrative work such as planning, organizing, controlling, and directing all operational and programmatic activities of the Juvenile Detention Center, JJAEP, Medical Clinic and Food Services Operations. Administers the annual operating budgets; approves and monitors budget expenditures; prepares budget revisions; provides interim status reports on all accounts. Exercises direction over personnel to ensure proper compliance with all TJJJ Standards, governmental laws, policies, procedures, and judicial decisions affecting the Department. Provides leadership and guidance in the development and implementation of formal policies and procedures for the effective and efficient operation of assigned programs. Exercises general supervisory oversight of the preventive and routine maintenance of the assigned facilities. Oversees and/or coordinates the collection, compilation, and analysis of program activity data; develops and presents comprehensive statistical and narrative program reports. Manages and oversees the implementation and facilitation of the training plans to ensure personnel receive all training mandated by Texas Juvenile Justice Department and other regulatory standards. Serves as liaison between parents, Court, Law Enforcement, TJJJ, School Districts, Community agencies, and other professional disciplines. Performs all other related duties as assigned.

MINIMUM REQUIREMENTS: TO APPLY, must have a **Bachelor's Degree or higher**. Master's degree preferred. Note: *Applicants who graduate from a foreign school must present written documentation that validates their education as meeting the standards of the Texas Higher Education Coordinating Board (THECB) from a Texas Juvenile Justice Department approved service.* TO APPLY, must have **Five (5) full-time years of work experience in Social Services** or a related field. TO APPLY, must have a **valid Driver License and Auto Liability Insurance**. Note: *A Texas driver license is required to hold the position.* Three years of work experience in an administrative capacity supervising programs and operations in a residential or secure detention setting is preferred. Certification as a Texas Juvenile Probation Officer and Juvenile Supervision Officer. Ability to be certified in CPR, First Aid and Non-Violent Physical Restraint. Knowledge of Texas Juvenile Justice Code, Texas Juvenile Justice Department Standards, applicable statutes. Knowledge of the principles and techniques of effective verbal and written communication; ability to plan, organize and coordinate work assignments; ability to work independently; knowledge of current practice related to the custody and care of juvenile offenders in a secure detention/residential setting; ability to work effectively with other professional personnel in a variety of support activities, including policy development, research activities, and grant applications. Proficient with the PC. **If hired, must provide proof of educational attainment at New Hire Processing or during the promotional process.**

ON-LINE APPLICATION REQUIRED AT

<https://www.governmentjobs.com/careers/tarrant/jobs/3493748>

Note: *Tarrant County will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications in the past seven years and may include credit reports, motor vehicle records, employment records and educational attainment. A conviction or deferred adjudication is not an automatic bar to employment. Each case is considered individually.*

PHYSICAL DEMANDS AND WORK ENVIRONMENT & OTHER REQUIREMENTS: **SUPERVISORY RESPONSIBILITIES:** The incumbent will directly supervise Senior Case Worker Supervisors, the Medical Supervisor, and Food Services Supervisor. Will also indirectly supervise five employees and approximately 80 full-time and 20 part-time staff assigned to programs. **PHYSICAL DEMANDS:** While performing duties, incumbent is regularly required to walk, sit, stand, bend, lift, push, pull, and stoop. Due to the nature of the work environment, incumbent may be exposed to aggressive and violent youth and/or families and may be required to initiate physical restraint techniques during the course of the daily routine. Work is primarily conducted indoors but may require some outdoor activity while interacting with youth in the program, i.e., with youth involved in community activities, community service, and community garden and outdoor recreational activities. Applicants must be able to perform the essential functions of this position without posing a direct threat to the health or safety of themselves or others.

POSTING MAY CLOSE AT ANY TIME