

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Detention Home to fill one or more vacancies in the following job classification.

Job Classification: Assistant Director
Location: LaSalle County

Department: LaSalle County Detention Home
707 East Etna Road
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 8:00am to 4:00pm Monday – Friday.

Wage: \$ 48,499

Position is: Non-Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by completing the **County Application and returning it with Resume and Cover Letter to:**

**Thirteenth Judicial Circuit
Attn: William Pfalzgraf-Director of Court Services
119 W. Madison Street
Ottawa, IL. 61350**

Vacancy shall remain posted until the position is filled.

LaSalle County

Job Description



Job title: Assistant Director of Detention Services

Work Location: LaSalle County Juvenile Detention Home

Division/Department: Detention Home

Reports to: Director of Detention Services

Employment Classifications:

- Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: _____

Current Employee holding position is:

Essential Duties and Responsibilities:

Under the supervision of the Director of Detention Services, the Assistant Director has the responsibility of assisting in the supervision of the Detention Home. The Assistant Director has the authority to approve admissions into the LaSalle County Detention Home.

- Prison Rape Elimination Act (PREA) Coordinator
- Assist in preparing the policy and procedure manual.
- Assist in ensuring the Department meets State standards.
- Assist in interviewing prospective staff.
- Assist in developing departmental budget.
- Supervise daily budget expenditures.
- Receive grievances and attempt to resolve.
- Ensure all Court Orders are followed.
- Act as liaison between the Detention Home, juvenile court and the State's Attorney's Office.
- Evaluate staff performance.
- Attend County Board Committee meetings, as required.
- Speak to the public about the Detention Home.
- Develop training programs for staff.
- Develop staff schedules.
- Serve as internship coordinator.
- Supervise the volunteer programs.
- Assist in dealing with residents.
- Keep Director informed of program and resident's progress.
- Assist in developing and writing grant applications.
- Chair monthly Management meetings.
- Assist in staff meetings.
- Perform other duties as assigned or required.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual

Education and/or Work Experience Requirements:

- Complete Administrative Office of Illinois Courts(A.O.I.C.) Probation/Court Services Employment/Promotion Application, Application can be found online at the following link:
<http://www.state.il.us/court/Administrative/forms/Probation/Employment>
- Applicant must appear on the A.O.I.C. Hiring Eligibility List
- Bachelor's Degree and five (5) or more years of employment in probation/court services, at least three (3) of which are at a supervisory level. For juvenile detention personnel, at least one (1) of the required years of employment must be in

juvenile detention/residential services.

- Or, Master's Degree in management, public administration, criminal justice, or social services, and three (3) or more years of employment in probation/court services, at least two (2) of which are at a supervisory level. For juvenile detention personnel, at least one (1) of the required years of employment must be in juvenile detention/residential services.
- Must be able to operate office equipment and have experience with Microsoft Office programs
- Strong verbal and written communication skills, including the ability to effectively communicate with internal departments and externally within the scope of the judicial system
- Ability to work with minimal supervision

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires sitting (5-8 hrs), standing/walking (1-3 hrs). This position may experience occasional balancing, squatting and reaching movements. **Defined Light Work** - May require exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: