



## Bi-County Classification Description

# Juvenile Court Administrator



**Department:** Juvenile Justice  
**Reports To:** Superior Court Judges  
**Supervises:** Juvenile Court Staff  
**FLSA:** Exempt

### Summary

The Administrator is appointed by the Benton-Franklin Superior Court Judges as defined in RCW 13.04.135. The Administrator is responsible for day to day administration of the Juvenile Justice Center budget, staff, programs, and facility, excluding the detention facility.

### Examples of Job Duties\*

Provides for adequate staffing of the Juvenile Justice Center which includes the following: hiring employees, assigning of duties, supervising staff performance, selecting and offering training programs, evaluating staff performance, and progressive discipline.

Establishes agency operational policies and procedures, creates all policies, evaluates effectiveness of procedures, and develops manuals and written materials.

Develops and monitors budgets; negotiates with County Commissioners for County Funds, negotiates with State for State Funds; writes appropriate grant requests for funding; negotiates with other Counties for purchase of service; and utilizes appropriated funds for programs.

Directs the development, modification and implementation of probation, intervention services and related treatment/intervention programs. Plans and implements all programs; conducts needs assessments; analyzes program related data; explores program options; develops opportunities for the use of volunteers; chooses selected program components for implementation, and conducts program evaluations.

Responsible for the oversight of maintenance at juvenile justice facilities, excluding the detention facility; assures the cleanliness of the facility; approves changes as needed; maintains building in operation and safe order.

Contracts with community resources; negotiates fees and services with other agencies; signs contracts as appropriate; manages contracts and evaluates services on an ongoing basis.

Negotiates with collective bargaining units and manages collective bargaining agreements.

Represents agency to the community and State; speaks for the agency on policy and procedure matters; is available to the media, assigns staff to speak for agency; provides liaison with other agencies and organizations.

Acts as Public Records Officer for the Juvenile Justice Center.

\*This listing does not encompass all the duties performed by this position and all the duties listed may not be performed by an employee working in this position.

## **Knowledge, Skills, and Abilities**

Ability to set direction and vision for the agency to meet defined goals for improving outcomes for youth and families through strategic planning processes utilizing agency and community input.

Expert knowledge and experience with complex budget development, budget management, contract negotiation, contract development, and contract management.

Proficient knowledge of the Washington State juvenile justice system and the amended Washington Juvenile Justice Act of 1977, and state and local court rules.

Proficient knowledge of the juvenile criminogenic needs, child and youth development, including brain development.

Proficient knowledge of effective screening tools.

Proficient knowledge of and experience with Juvenile Detention Alternative Initiative principles.

Proficient knowledge of and experience with best practices and evidence-based practices, models of case management, treatment and intervention for at-risk youth, youthful offenders and truant youth.

Proficient knowledge of the Washington State Case Management Assessment Process and the principles of intervention under this model.

Proficient knowledge and experience with juvenile civil cases including dependency and Becca matter.

Expert knowledge of community-based social service and treatment programs.

Expert knowledge and experience in developing and maintaining effective management teams.

Ability to select, guide, motivate, evaluate, and discipline staff.

Proficient knowledge of management theory and practices including labor relations.

Ability to prepare complex budgets that incorporate multiple fiscal years and knowledge of governmental accounting practices.

Effective grant writing skills and ability to negotiate and implement large state contract services.

Proficient knowledge of state and local court data and case management systems.

Ability to develop, adapt programs, operations, and systems, and mobilize resources needed to accomplish organization goals.

Ability to establish and maintain effective working relations with staff, the public, governmental agencies, and elected officials

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## **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.

- Work may be performed in the following environmental conditions:
  - constantly: in an office environment, and
  - occasionally: near moving mechanical parts, outdoor weather conditions, and near dirt, dust, and shavings, exposed to other environmental conditions when interacting with employees who work in those conditions.
- The noise level in the general work environment is moderate as in a standard business office.

## **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.

The person in this position must be able to

- spend the following amount of time in an activity:
  - constantly: talk or hear and use hands, fingers to handle or feel, or operate equipment or tools,
  - frequently: stand, walk, or sit for extended periods of time; climb, pull, push or balance, and
  - occasionally: stoop, kneel, crouch, or crawl; reach with hands and arms.
- carry or transport items:
  - frequently: up to 10 pounds, and
  - occasionally: between 11 and 50 pounds.
- have close vision (1- 20 inches) and the ability to adjust focus.

## **Qualifications**

### **Education and Experience:**

Bachelor's degree in business, public administration, behavioral, or social sciences, and six years of experience in office administration which include accounting, program budgeting, and personnel management responsibilities; *or* any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

### **Licenses, Certificates & Other Requirements:**

Must be 21 years of age or older.

Must be able to complete the Washington State Training Commission's Juvenile Probation Academy.

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Employment at Benton County is contingent upon the results of a background check and eligibility for coverage by the County’s liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.

Valid Washington State driver's license if driving a vehicle for County business.

**Conduct Expectation:**

Due to the Superior Court’s role in providing justice and upholding the rule of law, employees of the Superior court are required to meet the highest standards of professional conduct and ethics while on the job, and to maintain those same high standards when taking actions in their personal lives that could reflect on the Court.

Action	Date	Notes
Update	06/2013	
Update	05/2024	Recruiting process update
Update		
Update		
Update		
Update		

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