

Youth Court - Assistant Director

Characteristics of Work

Leads the operation and administration of the agency. Develops and implements appropriate security and facility policies and procedures. Directs subordinate supervisors and staff. Will manage staff and have a large scope of responsibility within the agency. Plans, implements, directs, and coordinates various programs and activities. Performs crisis response containment, and intervention in emergencies. Oversees and/or conducts evaluations. Monitors, inspects, and evaluates operations, programs, services, activities, and conditions. Manages the operations and activities of the facility. Manages human resources and directs administrative activities for the staff. May assist with interviewing, hiring, directing, training, evaluating the performance of, and when necessary, disciplining and discharging agency employees. Identifies training needs and provides guidance and training. Direct and personally monitors security functions and activities to maintain the custody and security of juveniles in custody. May be on call on a rotating basis as a designee. Develops a policies and procedures manual. Develops, monitors, and maintains the budget. Performs related duties as assigned by the Judges.

Minimum Requirements

Bachelor's degree in a related field from an accredited college or university OR two years of directly related experience in the court system. Managerial or supervisory experience is preferred. Applicant must have basic computer skills, be familiar with computerized software, including word processing and preferably understand the Court system.

ALL RESPONSES MUST BE POSTMARKED BY JANUARY 18, 2019.

**Mail to:
County Court Judges
P.O. Box 1549
Meridian, MS 39302**