

EMPLOYMENT VACANCY NOTIFICATION
17TH Judicial Circuit
Department of Court Services

ASSISTANT DEPUTY DIRECTOR OF COURT SERVICES - DETENTION DIVISION
(Assistant Superintendent)

Open: Immediately

Hours: To be discussed at interview
but will include nights and weekends

Job Responsibilities:

Responsible for the day to day operations of the continuously operating Winnebago County Juvenile Detention Center, including but not limited to scheduling staff and ensuring that proper staffing levels are maintained on all shifts. Assists the Superintendent in the recruitment, hiring, training, evaluation and discipline of staff.

Advises the Deputy Director of Court Services - Detention Division on policy and procedure issues and assists in promulgating new policies and procedures.

Responsible for suggesting, assisting in reviewing and implementation of new programs for the minors in the facility. Reviews existing programs on a regular basis and provides suggestions, improvements or modifications when necessary.

When assigned by the Deputy Director of Court Services - Detention Division serves as the facility liaison for all contracted service providers as well as volunteers and interns. Completes necessary evaluations of interns and volunteers.

Assists the Deputy Director of Court Services - Detention Division in the development of the AOIC annual plan for Detention, the annual budget, the long range plans for the facility and other projects as assigned.

Annual Salary: \$45,983.21 - 68,974.82

Job Requirements:

- a) A Master's Degree in management, public administration, criminal justice, or social services, and five or more year's employment in Probation/Court services, at least three of which are at a supervisory or administrative level. For juvenile detention personnel, at least two of the required years of employment must be in juvenile detention/residential services.
- b) A Bachelor's Degree and seven or more year's employment in Probation/Court Services, at least four of which are at a supervisory or administrative level. For juvenile detention personnel, at least two of the required years must be in juvenile detention/residential services.
- c) Excellent communication and interpersonal skills. Must be assertive, direct and diplomatic.

- d) Ability to supervise, schedule and maintain appropriate staffing levels in a secure 24-hour facility.
- e) Embraces the division's goals and objectives and works to support and implement them.
- f) Takes a positive role in developing policy and procedures for the facility which promote the best practices in detention and ensures compliance with all applicable Detention Standards.



Dennis J. Meyers, Director
Department of Court Service

Submit Resume To: Dennis J. Meyers
Director, Department of Court Services
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