

Title: Superintendent
Juvenile Temporary Detention Center

Location: Circuit Court of Cook County
Chicago, Illinois

Closing Date: June 13, 2014 (5:00 p.m. Central)

Salary Range: Grade 24
(Salary commensurate with qualifications and experience).

The Circuit Court of Cook County (Chicago, Illinois) is accepting applications for the position of Superintendent/ Executive Director, Juvenile Temporary Detention Center ("JTDC"). The JTDC is one of the largest detention centers in the country, providing temporary secure housing for youth who are awaiting adjudication of their cases. Reporting to the Chief Judge, this at will position is responsible for the administration and management of all operations of the facility, including custody, medical/mental health services, social services, fiscal services, maintenance services, human resources, and other services.

Responsibilities include, but are not limited to:

- Responsible for overseeing operations that must comply with all statutory, judicial, and state regulations; and compliance with nationally recognized minimum standards of best practice for juvenile detention.
- Responsible for overseeing sweeping reform efforts at the JTDC resulting from a federal lawsuit (*Doe v. Cook County et al.*, 99 C 3945).
- Directs all operations and administrative functions of the facility, including juvenile custody, budgets, human resources/labor relations/payroll, medical services, spiritual services, recreation, education, and transportation.
- Responsible for oversight of a \$50+ million annual budget and over 600 staff.
- Develops strategic plan for facility operations and executes plan through chain of command. Establishes short and long term goals regarding custody and care, juvenile services offered, and physical space needs.
- Develops policies and procedures that best meet the needs of the residents and that are in accordance with statutory guidelines and current case law.
- Provides reports on daily population, resident violations, and statistical reports that are in compliance with state and local standards. Maintains program and facility records and ensures that accurate data related to the resident population is made available, accessible, and used as the basis for planning, management, and evaluation.
- Enters into contracts, monitors, and prepares reports on delivery of services by all vendors and/or contractors operating within the facility.
- Develops and implements a safety and security plan for the facility.
- Establishes and maintains cooperative relationships with judges of the Circuit Court, related court agencies, and external state and federal level agency representatives associated with juvenile justice practices and initiatives.
- Reviews employee conduct, behavior, and compliance with workplace expectations. Initiates corrective action as warranted.
- Performs other duties as required by the court.

Minimum Qualifications:

- A master's degree in management, public administration, criminal justice, social services, or related field, and five or more years of employment in youth detention/probation/court services/community residential services, at least three of which are at a supervisory or administrative level and at least two of the required years of employment must be in juvenile detention/residential services.
- A bachelor's degree in criminal justice, social services, or related field, and seven or more years of employment in youth detention/probation/court services/community residential services, at least four of which are at a supervisory or administrative level and at least two of the required years of employment must be in juvenile detention/residential services.

- An approved leadership course of study/training related to youth in juvenile confinement within one year of employment.
- Professional affiliation with leading national organization(s) that promote juvenile confinement practice (e.g. National Juvenile Detention Association, National Association of Juvenile Corrections Agencies, American Correctional Association, Council for Juvenile Corrections Administrators) is preferred.
- Pass a pre-employment medical exam, drug screen, and background check including but not limited to LEADS, CANTS, and professional references.
- A result of negative from the Illinois Department of Children and Family Services (DCFS) Child Abuse Registry.

Knowledge of General Management Principles and Practices

- A comprehensive knowledge of nationally recognized minimum standards of practice (*American Bar Association-Juvenile Justice Standards; American Corrections Association-Standards for Juvenile Detention Facilities; Council for Juvenile Correctional Administrators-Performance Based Standards for Youth Corrections and Detention Facilities; National Commission on Correctional Health Care-Standards for Health Care in Juvenile Confinement Facilities*).
- A comprehensive knowledge of “best practice” in crucial operational areas of juvenile confinement facilities (e.g. classification, programs, training, safety, use of restraints, use of isolation, etc.).
- A comprehensive knowledge of juvenile confinement management practices with emphasis on adequate conditions of confinement and “helpful” programs.
- Knowledge of juvenile justice reform efforts (e.g. *AECF Juvenile Detention Alternative Initiative*) that emphasize a system of alternatives and appropriately limit the use of juvenile confinement environments. Knowledge of statutes, ordinances, court rule, legislation, regulation, litigation, and policy that impact on the operation of a juvenile confinement facility.
- Knowledge of management practices that promote and embrace professionalism and a culture of caring.
- Knowledge of supervisory techniques and practices that promote accountability, communication, and teamwork on the part of all staff.

Knowledge, Skills, Abilities, and Other Characteristics

- Ability to lead and manage a large staff under challenging circumstances.
- Ability to provide guidance and clear direction to staff as needed.
- Ability to develop sound training models and strategy that enhance the professional growth and development of all staff.
- Ability to work cooperatively and collaborate with all agencies/stakeholders that may impact the operation of a juvenile confinement facility.
- Ability to develop short and long term strategic work plans that promote the professional and operational growth of the juvenile confinement facility.
- Ability to manage the development and implementation of budgetary and fiscal strategies that promote cost-effective approaches in the operation of the juvenile confinement facility.
- Skill in the interpretation of laws, ordinances, and regulations that ensure operational compliance of the juvenile confinement facility.
- Skills that demonstrate leadership, creativity, flexibility, and the recognition that the environment of a juvenile confinement facility must be prepared to adopt.
- Skills/ability to be proactive and demonstrate a capacity to advocate for “good” juvenile justice policy and operational principles and practice applicable to juvenile confinement.
- Ability to make quick, critical decisions, and effectively manage any crisis that may impact on the 24/7 operation of a juvenile confinement facility.
- Proficient in Microsoft Word and general knowledge of technologies that support detention operations.

Application Process

Qualified applicants should submit:

- Letter of interest addressing work experience and the qualifications for this position.
- Resume including three professional references.

Application materials should be mailed to:

Bruce Wisniewski
Human Resources Administrator
Office of the Chief Judge
69 W. Washington Street, #3300
Chicago, IL 60602

or

Via e-mail to Bruce.Wisniewski@cookcountyil.gov

Selection Procedure

Note: Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

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