



# Associate Director – Children’s Justice Center

## Job Description

Department: Children’s Justice Center  
Position: Career Service  
Grade: 513  
Supervisory: Yes  
Reports to: Director - Children’s Justice Center

### Summary

Under the direction of the Director – Children’s Justice Center, supervises, plans, coordinates, and directs the activities of a Children’s Justice Center Satellite.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Make staffing decisions within the department including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.
2. Compile, maintain, and review all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the department.
3. Supervise and correlate involvement within the department, with other County departments, volunteer groups, and outside agencies.
4. Make maintenance and purchasing decisions for equipment, tools, and supplies within the department.
5. Perform revenue generation activities, write grant applications, and prepare funding and service contracts.
6. Establish and maintain an environment in which cases of child abuse may be handled in the least traumatic environment.
7. Control and maintain all documents necessary to fulfill legal and regulatory requirements.
8. Serve on task forces, committees, and facilitate communication and networking between involved agencies and the community to provide an ongoing forum for inter-agency problem solving and planning in the area of child abuse.
9. Provide education to the community as to the scope, nature, intervention and treatment approaches for child abuse.
10. Conduct public relations at local, state, and national levels.
11. Plan and conduct Center team meetings.

### For Office Use Only

Job Code: 2353  
Job Title: Associate Director – Children’s Justice Center  
FLSA: Exempt  
Effective Date: 7/29/2020  
Public Safety: No

Worker’s Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Manager

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

- Knowledge of supervisory techniques
- Knowledge of social services systems including protective service programs and procedures
- Knowledge of principles and practices of conflict management and intervention
- Knowledge of criminal investigations, processes, and procedures
- Skilled in interpersonal communication and professional presentations
- Skilled in document composition
- Skilled in fund-raising and grant proposal writing
- Skilled in public relations
- Ability to maintain cooperative working relationships with those contacted in the course of a variety of work activities and professional interactions
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidential information
- Ability to coordinate groups of adults, children, and teams of professionals in accordance with professional standards
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks efficiently

### **Supervisory Responsibility**

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between colors and patterns. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee may be exposed to contagious or infectious diseases, possible bodily injury, and hostile situations.

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**Position Type/ Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Master's Degree including course work in psychology, sociology, and business management or another related field.
2. Two (2) years of work experience performing administrative and supervisory activities.

**Preferred Education and Experience**

1. Preference may be given to individuals with experience in fund-raising and grant proposal writing.
2. Preference may be given to individuals with experience in public relations.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

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**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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