



# NINETEENTH JUDICIAL CIRCUIT COURT LAKE COUNTY, ILLINOIS



**JOB ANNOUNCEMENT**

Superintendent of Detention

# Superintendent of Detention

## POSITION

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The Superintendent of the Hulse Detention Center is responsible for the safety, security, and welfare of up to 48 youth in secure custody and 12 youth in residential treatment 24 hours per day, 365 days per year. The Superintendent develops, implements, and administers the Hulse Detention Center's policies and procedures based on sound management practices, evidence-based practices, and relevant local, State, and Federal laws and guidelines. The Superintendent reports to the Director of Juvenile Probation and Detention Services and coordinates with the Juvenile Court Judges. Danny Davis is the 19th Judicial Circuit Court's Executive Director.

## DISTINGUISHING CHARACTERISTICS

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The ideal candidate must:

- be a leader with the skills to manage a large operation within a dynamic and future thinking organization.
- possess outstanding written and oral communication skills.
- possess an excellent track record of motivating teams and managing a diverse work force. She or he should understand how to empower managers to work in an ever-changing environment with a shared purpose.
- be able to show a strong track record of working and leading a complex organization with varied functions.
- possess the skills to work with great diplomacy with members of the bench and other justice partners.

## MAJOR RESPONSIBILITIES OF THE SUPERINTENDENT

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- Develops procedures, programs, and policies to assure efficient functioning of Hulse Detention Center and implement new procedures in the center through the assigned Assistant Directors.
- Provides day-to-day leadership and administration for all detention functions and activities under the direction of the Juvenile Court and the Division of Juvenile Probation & Detention Services.
- Organizes detention workgroups and their leadership in order to successfully accomplish detention activities, functions, and goals while building effective work groups for the delivery of quality Detention services.
- Implements training for evidence-based modalities for Hulse, i.e., core correctional practices.
- The incumbent selects and recommends, trains, supervises, schedules, directs and evaluates the work of the detention center's staff through Assistant Directors and Unit Managers.
- The Superintendent assists the Director of Juvenile Probation & Detention Services with the preparation of the detention center's budget and monitors expenditures and authorizes purchases with established guidelines.

- Develops short- and long-term goals for detention under the direction of the Director of Juvenile Probation & Detention Services, Juvenile Court Judges and in collaboration with the members of the Senior Management Team.
- Assists in the development of the strategic plan for the Hulse Detention Center.
- Assesses the needs of youth in secure custody and their transition to the community; and, develops, implements, and facilitates programs and processes to effectively serve the youth in custody to reduce recidivism and the inappropriate and unnecessary use of detention in the future.
- Directs and synchronizes food services, medical services, education programs and other detention center programs.
- Assures that the detention facilities, support areas, staff work areas and grounds are properly maintained.
- Conducts thorough investigations of incidents and prepares detailed incident reports and reporting such up the chain-of-command in a timely fashion.
- Responsible for the effective and efficient coordination of juvenile intake activities between the Juvenile Probation Unit, the Juvenile Court, and the detention center.
- Oversees work activities, training, and coordination of staff functions through Shift Supervisors/Unit Managers.
- Responsible for maintaining an awareness of changing juvenile detention practices and changes in State and Federal regulations and advising the Court, Director of Juvenile Probation and Detention Services and others.
- Provides guidance and support of the detention center's electronic client/resident management system and implement usage and quality assurance.
- Responsible for maintaining the detention center's records.
- Adjusts work assignments and schedules in the event of an emergency to participate in emergency preparedness, response, and recovery activities as assigned. Oversees the work on all shifts via recurring direct oversight.
- Performs other duties as assigned by the Court and Director of Juvenile Probation & Detention Services.

## **MINIMUM QUALIFICATIONS**

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**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION and/or EXPERIENCE**

Master's Degree (M. A.) or equivalent preferably in Social Work, Criminal Justice, or related field or actively seeking a master's degree in one of those fields. Requires four to eight years of related experience of which at least two years must be in a supervisory position of two or more levels and two years of which should be in juvenile detention.

**OR**

Bachelor's Degree in Social Work, Criminal Justice, or related field. Requires six to ten years of related experience of which at least three years must be in a supervisory position of two or more levels and two years of which should be in juvenile detention.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports and other items using original or innovative techniques or style. Ability to make effective and persuasive presentations on controversial or complex topics to Judges, top management, public groups, and state and county officials.

**REASONING ABILITY** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions dealing with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Driver's License. Pass extensive criminal history background check.

## **OTHER SKILLS AND ABILITIES**

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Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions dealing with abstract and concrete variables.

Ability to make recommendations and decisions in order to meet the Court's objective (e.g., analyzing a problem in order to identify solutions).

Comprehensive knowledge of the laws, regulations, and policies pertaining to the Court.

Excellent knowledge of leadership practices and emerging personnel management systems and theories.

Ability to work independently, to supervise, and train others to deal effectively with the public.

Ability to develop, implement, and evaluate new and/or revised methods, procedures, and performance standards.

Ability to exercise judgment and discretion in developing, implementing, and interpreting policies and procedures.

Ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies, and services.

Ability to develop and maintain cooperative working relationships. Excellent interpersonal skills.

## **APPLICATION PROCESS**

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This is an open and competitive recruitment. All qualified applicants are encouraged to apply. Members of the selection committee will seek information from references regarding the qualifications of candidates at the appropriate stage of the selection process.

Candidates are encouraged to apply at:

[https://lakecountyl.silkroad.com/epostings/index.cfm?fuseaction=app.welcome&category\\_id=85066&company\\_id=15924&version=1&startflag=1&levelid=85066](https://lakecountyl.silkroad.com/epostings/index.cfm?fuseaction=app.welcome&category_id=85066&company_id=15924&version=1&startflag=1&levelid=85066)

## **SALARY AND BENEFITS**

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**ANNUAL SALARY** Dependent upon qualifications and experience, a competitive compensation package with annual salary minimum of \$96,831 will be offered. This position is exempt.

**HOLIDAYS** 13 paid holidays are enjoyed by Lake County Employees.

### **VACATION**

0-5 years of service

2 weeks per year

6-12 years of service  
12 years of service and over

3 weeks per year  
4 weeks per year

**SICK LEAVE** Sick time will be available after one full calendar month from your hire date and will accrue at eight hours per month.

**PERSONAL LEAVE** Personal leave is available for all permanent employees. Three days are available starting January 1st of each year and will be prorated according to start date for anyone employed after that date.

**DEFERRED COMPENSATION PLAN (457)** Employees choosing to participate in this plan may choose to set aside a portion of their salary, prior to taxation, for future supplemental retirement income.

**RETIREMENT** All County employees are required to participate in the Illinois Municipal Retirement Fund program. 4.5% is deducted from your pay and set aside for retirement.

**GROUP INSURANCE** Lake County offers dental, medical and life insurance to all eligible employees one full calendar month from hire date. IRS Section 125 (tax-free deductions) and Flexible Spending Account Plan are available. Additional insurance for Accidents, Home, Auto, and Vision are offered.

Lake County is an equal opportunity employer. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, color or any other protected class.