



MULTI-COUNTY JUVENILE ATTENTION SYSTEM

Job Posting SUPERINTENDENT

Date of Posting: May 20, 2019

Closing Date: June 14, 2019

The Board of Trustees of the Multi-County Juvenile Attention System (MCJAS) is looking to fill one opening for the Superintendent. MCJAS is an innovative regional juvenile justice organization that operates four (4) attention centers, a group home, a residential treatment center, and a Community Corrections Facility. The purpose of MCJAS is to treat juvenile offenders and their families in the community, in such a manner as to reduce the probability of the youth re-entering the criminal justice system.

Duties: Under administrative direction of the Joint Board of Commissioners and Board of Trustees, the Superintendent has overall administrative responsibility for the planning and operation of the Multi-County Juvenile Attention System; has Executive Charge of the MCJAS and provides leadership and direction consistent with the philosophy and policies of the Board of Trustees.

Qualifications: Possession of a Master's degree level of education from an accredited college or university in administration, social services or other related field; five (5) or more years of successful management work experience in a Multi-County or equivalent system, including management of an agency. The individual must possess a valid Driver's License and be insurable under the Agency's motor vehicle insurance policy.

Application Information and Instructions:

The application can be picked up at 815 Faircrest Street SW, Canton, OH 44706 or downloaded at <https://www.mcjas.org/mcjas-employment/employment-application-2/>. Interested applicants should forward application, resume, and letter of interest (*on the letter of interest, please indicate salary expectations*) to:

Name: Brian D. Butcher, Vice President / Chief Operations Officer

Company: Clemans, Nelson & Associates, Inc.

Address: 485 Metro Place South, Suite 200, Dublin, OH 43017

E-mail: bbutcher@clemansnelson.com

No individual will be considered as a candidate unless they submit their application within the application period. To be considered a valid application, all areas of the Employment Application shall be completed in its entirety as applicable. Clearly print or type your application. Information showing that you meet all the minimum qualifications must appear on the application to ensure consideration.

The Multi-County Juvenile Attention System is an Equal Employment Opportunity Employer. MCJAS does not discriminate on the basis of race, color, national origin, sex, religion, veteran's status, military status, ancestry, age, genetic information, or disability in employment or the provision of services.

Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available upon request.

To learn more about living in Northeast Ohio, MCJAS, and to view the position description visit the website by clicking the link listed below.

Website: <https://www.mcjas.org/>

POSITION DESCRIPTION

Multi-County Juvenile Attention System

WORKING TITLE: Superintendent
STATE CLASS TITLE:

POSITION CONTROL NO:		EMPLOYMENT STATUS:	Full-time
FLSA STATUS:	Exempt	REPORTS TO:	Board of Trustees
EXEMPTION TYPE:	Executive	SUPERVISOR'S PCN:	NA
CIVIL SERVICE STATUS:	Unclassified	FACILITY:	Administration

DISTINGUISHING JOB CHARACTERISTICS

Under the general direction of the Board of Trustees, the Superintendent has overall administrative responsibility for the planning and operation of the Multi-County Juvenile Attention System; has executive charge of the MCJAS and provides leadership and direction consistent with the philosophy and policies of the Board of Trustees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

- 25% (1) Directs all programs and services within a five (5) county detention and rehabilitation district including four (4) county attention centers, a group home, a residential treatment center, and a community corrections facility; serves as the Appointing Authority and provides leadership to assigned employees (e.g., maintains adequate staffing levels; ensures appropriate hiring of staff; evaluates employee performance and issues discipline as needed; maintains and monitors the benefit package for employees; participates in the SCOG to provide excellent employee benefits at a low rate; ensures that all staff (new and veteran) receive adequate training, etc.); develops, modifies, and reviews system directives to ensure compliance with licensing standards and to ensure the safety of all residents and employees; ensures compliance with the Union contract; gathers information and evidence for lawsuits; completes and submits reports required by law; promotes and ensures licensing standards for all volunteers; establishes facility and department goals and priorities; monitors facility and central office work activity and progress and ensures high quality services in accordance with operating standards set forth by Federal, State, and Local authorities and the American Correctional Association.
- 25% (2) Communicates with the Board on legal issues, special project, capital improvements, and general operation of the Agency; notifies Board of critical incidents; provides short and long term strategic planning for the Agency; provides the Board with requested information and documentation needed to conduct business; establishes and leads an effective management team and provides communication regarding system goals; participates in the creation and promotion of the System's mission, vision, and values; identifies strategic aims and anticipates future demands, opportunities, and constraints; ensures licensing standards are met or exceeded; prepares and responds to periodic audits and ensures clean audits in all areas of the Agency (e.g., financial, program, building, etc.).

- 20% (3) Provides direction and support to the Board regarding its fiduciary obligation and government role; develops and presents an annual budget as detailed in the MCJAS By-laws; develops and communicates with revenue producing agencies; negotiates contracts with outside agencies; controls expenses; attracts outside sales to create additional revenue to offset Commissioners' cost; manages BWC rates and exposure; provides the Board with monthly financial and occupancy reports; conducts regular fiscal audits as required by law; participates in the State Procurement Program to maintain cost for supplies.
- 20% (4) Ensures quality of life living conditions are met to ensure the safety, security, and well-being of all youth admitted to all MCJAS facilities; ensures that all USDA food standards are met; conducts preventative maintenance reviews to eliminate or reduce unexpected emergencies; ensures annual fire inspections are conducted in all buildings; prepares for and responds to annual inspections by the Health Department; evaluates and implements programming on a continuous basis; contracts with local school districts in order to provide education for all youth; provides responsive services according to the identified needs of the youth at the appropriate dosage and level; responds to youth grievances and paternal concerns; ensures the Agency is meeting or exceeding all PREA standards; responds appropriately to capital emergencies while ensuring the safety and security of residents; provides the Capital Committee with updates on capital issues at each meeting.
- 5% (5) Hosts two (2) Member County Juvenile and Family Court Judges meetings per year; hosts an annual planning retreat with the Executive Committee to discuss the goals for the system; attends community events to bring awareness of the System to the public.
- (6) Attends meetings, as directed; attends training and seminars, as directed.
- (7) Maintains required licensure or certification, if any.
- (8) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES

- 5% (1) Performs other duties as assigned.

SCOPE OF SUPERVISION

Direct: Central Office Managerial Staff
 Indirect: All staff under supervision of Administrative staff

EQUIPMENT OPERATED

Calculator, computer; computer software (Microsoft Office and other applicable computer software), mobile phone, copier, adding machine, scanner, telephone, fax machine, and other standard modern business office equipment.

COMMUNICATION

Board members; Judges; County Commissioners; court and school officials; Department of Youth Services officials; Department of Human Services officials; law enforcement officials; social service agency representatives; Board Attorney; general public.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); may be required to lift, carry, push, or pull heavy objects; frequently sits for extended periods of time, and occasionally stands and walks; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: operating standards including standards set by the American Correctional Association; licensing standards; management principles; Human Resource management; court processes and procedures; business and organizational planning; computer business software.

Skill in: operation of computer office equipment; motor vehicle operation.

Ability to: apply applicable laws, standards, regulations and management principles to practical work situations; review and analyze reports; exercise sound judgement in making difficult management decisions and resolving complex work problems; delegate and accomplish work through management levels; create a positive and productive working environment; coordinate centers toward common objectives; communicate effectively and develop effective working relationships with management staff, youth, parents, officials and general public; prepare comprehensive written reports requiring the exercise of judgement; effectively handle emergency security and dangerous situations; establish short and long range work priorities; maintain confidentiality of confidential and sensitive information; maintain a high level of confidentiality.

QUALIFICATIONS

Possession of a Master's degree level of education from an accredited college or university in administration, social services or other related field; five (5) or more years of successful management work experience in a Multi-County or equivalent system, including management of an agency; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess a valid Ohio driver's license and maintain insurability under the Agency's vehicle insurance policy.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

Chair, Board of Trustees

Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will effectively perform the duties and requirements specified in this job description.

Employee

Date



MULTI-COUNTY JUVENILE ATTENTION SYSTEM

NORTHEAST OHIO

Multi-County Juvenile Attention System is located in Canton, Ohio. Canton is situated in Northeast Ohio in Stark County. Northeast Ohio is a great place to relocate to with its low cost of living, great shopping opportunities, Amish country, beautiful parks, and golf courses. Additionally, it is conveniently located near Cleveland, Pittsburgh, and Columbus and is just a short driving distance to Lake Erie. Several colleges and universities are conveniently located in Northeast Ohio including: Youngstown State University, Kent State University, University of Akron, Walsh University, and The College of Wooster.

Canton, Ohio is known best as the home of the Pro Football Hall of Fame. The City and Northeast Ohio are also home to a vibrant arts and music culture with great museums, galleries, public art, studios, and unique shops, as well as theaters, live music & entertainment, concerts, and festivals. Additionally, there are numerous wineries, breweries, distilleries, unique local restaurants, and numerous beautiful parks and trails that cover the Northeast Ohio region.