#### POSITION DESCRIPTION

#### Multi-County Juvenile Attention System

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| WORKING TITLE:STATE CLASS TITLE: | Chief Operations Officer |
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| **POSITION CONTROL NO:****FLSA STATUS** | Exempt | EMPLOYMENT STATUSREPORTS TO | Full-timeSuperintendent |
| **EXEMPTION TYPE** | Administrative | **SUPERVISOR’S PCN** |  |
| **CIVIL SERVICE STATUS** | Classified | **FACILITY** | Administration |

DISTINGUISHING JOB CHARACTERISTICS

Maintains direct responsibility for the security, management and daily operation of the physical plant of the MCJAS Attention Facilities, the Community Corrections Facility, the Residential Treatment Center, the Group Homes and the Children Residential Centers. Subject to the general direction of the Superintendent. Provides assistance and support to Superintendent in organizational development functions and activities. Directly supervises PREA Coordinator & Facility PCM (PREA Compliance Managers)Assumes responsible charge and serves in the absence of the Superintendent.

 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.***

55% Provides managerial oversight to the Attention and Treatment centers and staff, through supervision and coordination of management team. As part of MCJAS Management Team establishes facilities goals and priorities, provides general direction, reviews and makes management decisions. Monitors all facility work, progress and activity from an administrative level and ensures the facilities operate in accordance with minimum operating standards set forth by Federal, State and local authorities.

 The Chief Operations Officer is responsible for providing managerial oversight to the individual(s) who monitors the integrity of MCJAS personnel system files including employee files, payroll history forms, personnel action forms, performance evaluations, attendance sheets and leave request forms. Also provides oversight to ensure form completion, completeness and compliance with all oversight agencies (ACA, JFS, ODADAS and DYS).

 The Chief Operations Officer will provide managerial oversight to ensure that the process of system payroll to document hours worked, pay and related wage and hour information is complete. The Chief Operations Officer will provide oversight and assistance if required to individual(s) responsible for time sheet information, checking forms for accuracy, posting onto work list and inputs into Stark County computerized payroll system.

Totals hours paid, overtime hours, sick and vacation leave used and balances. Monitors payroll report and ensures that the payroll report is submitted to Superintendent for signature.

The Chief Operations Officer will provide managerial oversight to ensure that paychecks are picked up, sorted and distributed. Monitors as needed, sick leave, compensatory time and vacation request forms on behalf of the Superintendent. Signs all “Blue forms” as Appointing Authority.

Directs, manages, trains and develops Administrators. Assigns general objectives, provides skill building opportunities, consults regarding difficult management or operational decisions, and provides general direction and review. Evaluates staff performance and approves System evaluations. Trains and monitors work of Administrators to maintain facility and operational licensing standards.

**Knowledge of**: Ohio Department of Youth Services standards (OAC 5139.35, 5139.36, 5139.37), Ohio Department Job and Family Services standards (OAC 5101:2), American Correctional Association standards; management principles; Human Resource management; court processes and procedures; business and organizational planning.

**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 confidentially of confidential and sensitive information.

**Skill in**: operation of standard office equipment.

30% Confers with Superintendent to solicit and provide ideas and recommendations. Provides input into executive management decisions, and in planning organizational objectives and programs and follows though with implementation process. Monitors and visits all facilities on a regular basis.

Provides input and assistance in developing annual budget. Compiles data and prepares budget reports to reflect spending history and projected budgetary needs. Ensures centers comply with purchasing procedures and approved budgetary constraints. Evaluates centers’ needs and makes recommendations to Superintendent for purchases.

Implements new policy, procedure and operational changes and monitors work activities to ensure enforcement and adherence. Updates the Table of Organization every pay period.

Advises staff members on human resource related matters and answers questions pertaining to personnel procedures, human resource requirements and system benefits. Drafts System human resource-related

directives to be approved by the Board of Trustees, distributes to Centers upon approval and monitors the implementation process.

Analyzes management reports and researches information to serve as basis for making management decisions, actions and recommendations.

**Knowledge of**: Ohio Department of Youth Services standards (OAC 5139.35, 5139.36, 5139.37), Ohio Job and Family Services standards (OAC 5101:2), American Correctional Association standards; management principles; Human Resource management; court processes and procedures; business and organizational planning.

**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 confidentially of confidential and sensitive information.

**Skill in**: operation of standard office equipment.

15% Serves in an on-call capacity to respond to emergencies and major security or crisis situations at Centers. Handles or provides guidance to Administrators and others for diffusing or successfully resolving problem. Prepares written report detailing situation, resolution and other pertinent facts, and submits to Superintendent for review and consideration.

 Serves as the system EEO Officer and ADA Coordinator. Monitors System selection practices and ensures compliance with applicable civil rights laws and regulations. Consults with Superintendent and Administrators regarding reasonable accommodations and compliance with ADA requirements. Handles EEO and ADA complaints in accordance with established grievance procedures.

 Conducts exit interviews with resigning employees and reports information to Superintendent for review.

Conducts Pre-disciplinary hearings for staff personnel and prepares related reports.

Insures MCJAS facilities comply with any and all contract language.

Receives and follows through with special project assignments from Superintendent.

**Knowledge of**: minimum detention and treatment center operating standards; licensing standards; management principles; Human Resource management; court processes and procedures; business and organizational planning.

**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 confidentially of confidential and sensitive information.

**Skill in**: operation of standard office equipment.

OTHER DUTIES AND RESPONSIBILITIES

SCOPE OF SUPERVISION

Direct: Administrators

Indirect: Center’s staff under management of Administrators

EQUIPMENT OPERATED

Computer; copier; typewriter; adding machine; telephone; fax machine; other general office equipment.

CONTACTS WITH OTHERS

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; Union Officials; general public.

CONFIDENTIAL DATA

Non-public personnel planning strategies; employee Social Security Numbers, employee medical records and other non-public record information; youth psychological, school, family history reports. Sensitive Information: Employee personnel files.

WORKING CONDITIONS

Good office working conditions

USUAL PHYSICAL DEMANDS

***The following physical demands are typically exhibited by position incumbents performing this job’s essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job’s essential duties because of an ADA disability.***

While performing duties of this job, frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include normal vision requirements.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of**: minimum detention and treatment center operating standards; licensing standards; management principles; Human Resource management; court processes and procedures; business and organizational planning.

**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 confidentially of confidential and sensitive information.

**Skill in**: operation of standard office equipment.

QUALIFICATIONS

Masters degree in behavioral science, public administration, corrections or related field and five years experience in management or supervisory position (preferred) or BA/BS in a behavioral science, public administration, corrections or related field and 10 years of experience in field; at least 3 years of this experience must be in a management or supervisory position with demonstrated ability in supervision, budgeting, planning and program services. Must possess strong organizational and leadership skills and experience in writing policies and procedures. Must demonstrate ability to use computer and proficiency with standard office software. Must possess a valid Ohio Driver’s license and pass criminal background check.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

## LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License.

**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

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 **Superintendent Date**

# EMPLOYEE UNDERSTANDING AND AGREEMENT

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

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 **Employee Date**