

JOB DESCRIPTION

ADMINISTRATOR

RESPONSIBILITIES:

- Develop and recommend matters of general policy for the efficient operations of the program.
- Accept responsibilities and be accountable for the programming of the Center in its entirety.
- Develop and maintain programming that will be effective in assisting the youth in improving their skills and attitudes while they are residents of the Center.
- Ensure that the Center and staff adhere to rules and regulations of the juvenile detention as set forth by regulatory agencies and the laws at Federal, State, and Local level.
- Organize monthly Executive Committee Meetings and Annual Governing Board Meeting with Owner County Commissioners.
- Be available to each Owner County for questions and requests for information.
- Prepare an annual budget and present it for approval to Executive Governing Body.
- Administer the budget and maintain accurate program and financial records for the Center.
- Recruit, interview, rate and hire job applicants.
- Evaluate and counsel probationary personnel.
- Counsel and retain, promote, or terminated regular employees.
- Organize and hold staff meetings at regular intervals to discuss plans and interpret policies.
- Be accountable for designing a relevant meaningful training program; or for accomplishing this task using the community or other resources.
- Establish and maintain working relationships with other agencies within the community and educate community professionals and lay groups of the mission of the Center.
- Develop annual program description to share with the Executive Board.
- Maintain personnel files for each member and ensure that the Center is following all personnel laws and regulations.
- Responsible to ensure the maintenance and upkeep of the facility and make recommendations to the Executive Board on major projects.

QUALIFICATIONS AND REQUIREMENTS:

B.S. Degree in Social work or related field, plus four (4) years of increasing experience in social service and childcare. Also: Knowledge of institutional management or M.S. Degree and two (2) years of increasingly responsible experience in social services. Must be able to pass all required clearances (Child Abuse Clearance, PA Criminal Clearance, and FBI Fingerprint Clearance). A physical examination is also required with a TB test done at the time of the examination.

ORGANIZATION:

Directly responsible to the Governing Board.

SALARY

\$58,000-\$68,000

*Central Counties Youth Center is an Equal Employment Opportunity Employer.