
Competency Profile of JUVENILE FACILITY ADMINISTRATOR

National Institute of Corrections

Office of Juvenile Justice
and Delinquency Prevention

Sponsored by



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National Institute of Corrections

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Longmont, Colorado.

JUVENILE FACILITY ADMINISTRATOR

... is responsible for all facets of the care, custody, and treatment services to committed youth, consistent with the law and the policies of the governing agencies.

Duties

A	Manage human resources	⇒	A-1 Comply with all applicable labor laws	A-2 Develop job descriptions/task analyses	A-3 Conduct staffing pattern analysis	A-4 Recruit, select, and hire best qualified staff	A-5 Provide appropriate orientation and in-service training
			A-13 Foster promotional opportunities for staff	A-14 Provide incentives for performance	A-15 Promote wellness program	A-16 Conduct staff performance evaluations	A-17 Chair labor management activities
B	Promote a safe and secure environment for staff and clients	⇒	B-1 Establish behavioral expectations for clients	B-2 Promote predictability by establishing rules and procedures	B-3 Comply with external standards, codes, and regulations	B-4 Establish security and emergency procedures, and conduct drills	B-5 Provide safety training for staff and clients
C	Manage the budget	⇒	C-1 Conduct needs assessment	C-2 Develop and submit budget requests	C-3 Establish expenditure guidelines and prioritize spending based on available funding resources	C-4 Follow established accounting procedures	C-5 Establish and follow purchasing procedures
D	Promote the management philosophy	⇒	D-1 Develop, communicate, and model vision	D-2 Develop and communicate mission statement	D-3 Develop and communicate the facility philosophy	D-4 Develop goals and objectives to support the mission	D-5 Develop policies and procedures
E	Establish operational expectations	⇒	E-1 Develop and implement operational master plan	E-2 Establish the operational chain of command	E-3 Maintain operational policies and procedures	E-4 Prioritize and delegate assignments	E-5 Maintain clear delineation of tasks and responsibilities

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Tasks

A-6 Develop, modify, and implement staff performance plans	A-7 Determine work schedule, including overtime	A-8 Enforce disciplinary regulations	A-9 Conduct staff needs assessment	A-10 Listen/respond to staff input	A-11 Assess staff training needs and perform training	A-12 Provide varied staff development activities
B-6 Maintain a risk management system	B-7 Disseminate appropriate security policies for all facility guests	B-8 Conduct health, safety, and security inspections	B-9 Monitor preventive maintenance procedures	B-10 Develop corrective action plans	B-11 Provide a system for staff/client feedback	B-12 Resolve conflicts
C-6 Monitor spending	C-7 Prepare and disseminate expenditure reports	C-8 Develop and monitor property and equipment inventory system	C-9 Identify and seek alternate funding resources			
E-6 Establish quality control system						

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Duties

F	Administer programs	⇒	F-1 Scan the environment and conduct program needs assessments	F-2 Establish program guidelines	F-3 Determine program goals, objectives, and outcomes	F-4 Identify resources for program delivery	F-5 Develop/secure curricula
G	Maintain physical plant	⇒	G-1 Perform a building needs assessment	G-2 Develop a facility master plan	G-3 Develop a preventive maintenance program	G-4 Correct health, safety, and security violations	
H	Manage information dissemination	⇒	H-1 Identify communication and information needs	H-2 Establish and maintain open lines of communication between stakeholders	H-3 Maintain protocol	H-4 Conduct and/or attend meetings	H-5 Disseminate information both verbally and in writing
I	Manage the external environment	⇒	I-1 Develop and maintain public relations plans	I-2 Develop and maintain citizen advisory board	I-3 Foster effective communication with parent agency	I-4 Actively participate in community activities and organizations	I-5 Actively network with peers
J	Enhance personal professional development	⇒	J-1 Develop a personal development plan	J-2 Participate in professional organizations	J-3 Participate in conferences, workshops, and training programs	J-4 Review professional literature	J-5 Conduct training

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Tasks

F-6 Market programs among staff and clients	F-7 Assess and classify clients	F-8 Coordinate effective use of resources	F-9 Develop monitoring system	F-10 Evaluate programs	F-11 Take corrective action to improve programs	
H-6 Establish and maintain a system of data storage and retrieval	H-7 Compile, maintain, and disseminate data	H-8 Explore and promote innovative management information technology				
I-6 Share expertise and collaborate with other components of the system	I-7 Participate in public speaking opportunities	I-8 Provide input and gather information for the legislative process	I-9 Host community events			

Traits & Attributes

Enthusiastic
Compassionate
Loyal
Resilient
Role model
Self-starter
Team player
Persuasive
Committed
Visionary
Motivated
Personable
Spontaneous
Self-assured
Progressive
Responsible
Accountable
Punctual
Confident
Resourceful
Flexible
Consistent
Ethical
Poised
Analytical
Professional

Resources & Equipment**Resources:**

Adequate housing, office/program space
Financial resources
Adequate staff/client ratio
Support supplies and services for clients
Contract services
Support services provided by headquarters

Equipment:

Communication equipment
Computers and software
Security equipment and systems
Reference materials
Department specific tools and equipment
General office supplies and equipment
Transportation vehicles
Life safety equipment

Knowledge & Skills**Knowledge of:**

Leadership models
External environment
National and state trends impacting juvenile justice
Departmental policies and procedures
Effective child-care practices
Effective security practices
Legal decisions concerning juvenile institutions
Labor relations laws
Innovative juvenile justice programs
Political/legislative process
Health/safety regulations
Accounting/budgetary practices
Criminal justice system
Group dynamics

Skills in:

Communication
Organization
Budgeting
Leadership
Management
Training
Public relations
Decision making
Problem solving
Delegation
Prioritization
Negotiation
Compromising
Investigation
Time management
Conflict resolution
Facilitating
Motivating
Critical thinking

**JUVENILE FACILITY ADMINISTRATOR
Panel Members**

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