



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 1044

DIRECTOR, YOUTH CORRECTIONAL CENTER

GRADE Q

SCOPE OF WORK:

Work involves planning, directing, administering, and coordinating all programs and services of the North Dakota Youth Correctional Center (NDYCC) in accordance with federal and state laws and the mission, policy and procedures of the Department of Corrections and Rehabilitation, Division of Juvenile Services, and the NDYCC.

DUTIES PERFORMED:

- Provide administrative oversight to all institutional programs and services at the NDYCC, including academic, vocational, recreational, social services, psychological, religious, and auxiliary services.
- Establish, monitor, and evaluate institutional policies and procedures, goals and objectives, and standards of performance for the efficient operations of the NDYCC.
- Develop, monitor, and evaluate strategic planning for NDYCC.
- Recruit, hire, train, assign, supervise, and evaluate staff.
- Plan, direct, and monitor biennial budget within parameters set by Director of Juvenile Services; monitor expenditures; oversee contracts, service agreements and preparation of fiscal reports.
- Establish and maintain strategic partnerships with federal, tribal, state, and local entities.
- Represent the NDYCC to state and federal agencies, political subdivisions, private organizations and the public regarding policies, procedures, rules and regulations; testify before the legislature.
- Oversee institutional security to ensure safety and well-being of juveniles and staff.
- Oversee all levels of institutional, state, and national accreditation.
- Respond to inquiries and provide presentations and information to special interest groups, communities, and individuals.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in social work, psychology, counseling, sociology, criminal justice, education, or a closely related field, and seven years of professional work experience with offenders in rehabilitative and/or correctional programs that included supervision of professional staff and management of budgets.

Eff. Date: 2/78

Rev: 6/92 –Rewritten; pay grade change

Rev: 10/96 – Rewritten in current format

Rev: 9/02 – Revised minimum qualifications and factoring, updated duties, and added hazard factor points.

Rev: 8/09 – Revised minimum qualifications and factoring, updated duties, and changed title from Superintendent to Director.

Rev: 7/12 – Conversion to Hay System