



JUVENILE CENTER DIRECTOR

Starting Salary: \$83,172 (F/T)
Department: Court Administration
Location: Easton, PA (Northampton County)
Posting Date: 09/25/2026- Ends 10/25/2026

Description

The Juvenile Center Director provides executive leadership and overall administrative and operational oversight of the Northampton County Juvenile Justice Center, a 24/7 secure facility serving youth who are alleged or adjudicated delinquent. The Director is responsible for ensuring the Center's safety, security, regulatory compliance, fiscal management, programming, personnel, and day-to-day operations. The position develops and implements policies, procedures, operational standards, strategic objectives, and performance expectations in accordance with the Court of Common Pleas, Court Administration, County policies, Pennsylvania law, and applicable federal and state regulations.

The Director works closely with the Court, Court Administration, Juvenile Probation, County departments, regulatory agencies, law enforcement, service providers, and community partners. The role requires strong leadership, sound independent judgment, and the ability to respond effectively to operational and emergency matters, including 24/7 availability for emergency consultation and decision-making.

SUPERVISION RECEIVED

This position reports directly to the Associate Court Administrator and operates under the general direction and authority of the Court of Common Pleas and Court Administration.

SUPERVISION¹ EXERCISED

The Director provides direct supervision and executive oversight of designated administrative, operational, treatment, security, fiscal, food service, recreation, case management, and clerical leadership positions, including, but not limited to: Deputy Director of Treatment, Director of Treatment Services, Assistant Deputy Director of Detention/Compliance, Juvenile Justice Center Supervisors, Juvenile Justice Center Assistant Supervisors, Youth Care Workers, Juvenile Justice Center Recreation Coordinator, Service Coordinator/Managed Care Specialist, Accountant II, Food Service Manager, Food Service Supervisor, and Clerical Technician III. The Director establishes organizational expectations and delegates responsibility through the Center's supervisory and administrative structure while maintaining ultimate administrative accountability for the operation of the facility.

¹ Supervision is defined as having the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, evaluate performance, reward or discipline other employees or responsibility to direct them or adjust their grievances; or to a substantial degree effectively recommend such action, if in connection with the foregoing, the exercise of such authority is not merely routine or clerical in nature but calls for the use of independent judgment.

ESSENTIAL DUTIES OF THE POSITION:

Executive Leadership and Administration

- Plans, organizes, directs, and evaluates the overall administration and operation of the Northampton County Juvenile Justice Center.
- Provides executive leadership and establishes organizational priorities, goals, performance expectations, and operational standards for the Center.
- Develops, implements, reviews, and updates policies, procedures, protocols, and operational practices to ensure an effective, efficient, safe, and legally compliant facility operations.
- Establishes an organizational structure that promotes accountability, effective communication, employee development, operational continuity, and quality service delivery.
- Directs the Center through subordinate administrative and supervisory personnel and evaluates the effectiveness of organizational operations.
- Provides leadership during operational challenges, staffing shortages, critical incidents, emergencies, and other circumstances affecting the safe and effective operation of the Center.
- Maintains responsibility for the continuity of essential facility operations on a 24-hour, seven-day-per-week basis.

Juvenile Justice and Residential Operations

- Oversees the operation of a secure juvenile detention and treatment facility in accordance with applicable Pennsylvania laws, regulations, licensing requirements, court orders, County policies, and professional standards.
- Ensures the Center maintains appropriate procedures for admission, classification, housing, supervision, movement, programming, discipline, release, transfer, transportation and discharge of youth.
- Oversees the integration of detention, treatment, educational, recreational, behavioral health, case management, and other youth services.
- Establishes and monitors standards for youth supervision, accountability, behavior management, safety, and security.
- Reviews significant incidents involving youth or staff and directs appropriate corrective, preventive, and follow-up action.
- Maintains communication with the Court, Juvenile Probation, law enforcement, service providers, families, and other stakeholders regarding matters affecting the Center and youth in its care.

Regulatory Compliance, Licensing, and Quality Assurance

- Maintains overall responsibility for compliance with applicable Pennsylvania Department of Human Services regulations, including applicable Chapter 3800 requirements, licensing requirements, and other federal, state, and local regulatory standards.

- Oversees preparation for, coordination of, and response to regulatory inspections, audits, reviews, investigations, and monitoring activities.
- Ensures deficiencies identified through inspections, audits, internal reviews, or investigations are appropriately addressed through corrective action plans and follow-up monitoring.
- Establishes and maintains a comprehensive quality assurance and continuous improvement process for Center operations.
- Ensures required records, documentation, reports, policies, training records, personnel documentation, youth records, incident reports, and other regulatory materials are maintained in accordance with applicable requirements.
- Oversees compliance with applicable standards relating to the Prison Rape Elimination Act (PREA), civil rights, youth rights, confidentiality, mandated reporting, emergency preparedness, health and safety, and other applicable requirements.
- Maintains effective working relationships with state licensing and regulatory agencies and responds to regulatory inquiries and corrective actions.

Personnel and Organizational Management

- Provides executive oversight for recruitment, selection, hiring, orientation, training, development, evaluation, discipline, retention, and separation of Center personnel.
- Develops and maintains appropriate staffing structures and workforce strategies to support safe and effective 24-hour operations.
- Establishes expectations for employee performance, professional conduct, accountability, communication, and adherence to policies and procedures.
- Works with subordinate administrators and supervisors to address employee performance, attendance, staffing, morale, disciplinary, and organizational issues.
- Promotes professional development, leadership development, succession planning, and employee retention.
- Ensures required employee training and competency standards are established, documented, and maintained.
- Reviews staffing levels and organizational needs and makes recommendations regarding positions, classifications, compensation, schedules, and organizational structure.

Safety, Security, Emergency Management, and Risk

- Maintains overall responsibility for the safety and security of youth, employees, visitors, contractors, and the facility.
- Establishes and evaluates policies and procedures addressing emergencies, escapes, disturbances, assaults, medical emergencies, fires, evacuations, security breaches, severe weather, staffing emergencies, and other critical incidents.
- Coordinates with law enforcement, emergency services, County departments, Court Administration, and other agencies when circumstances require outside assistance or interagency response.
- Oversees facility safety, security systems, access control, emergency equipment, security procedures, and other measures to protect youth, staff, and the public.

- Evaluates operational risks and implements strategies designed to reduce organizational, safety, security, financial, regulatory, and legal exposure.
- Ensures appropriate emergency preparedness, continuity-of-operations, and business-continuity procedures are maintained.

Court and Intergovernmental Relations

- Serves as a principal administrative liaison to the Juvenile Court Judge, Court Administration, Juvenile Probation, and other members of the Court system.
- Maintains effective working relationships with County departments, elected and appointed officials, law enforcement agencies, governmental agencies, regulatory authorities, schools, behavioral health providers, community organizations, and other stakeholders.
- Represents the Juvenile Justice Center in meetings, committees, professional organizations, interagency initiatives, and community engagements.
- Provides information, recommendations, reports, and professional guidance to Court Administration and the Court of Common Pleas concerning facility operations, youth services, staffing, regulatory matters, capital needs, and emerging issues.
- Responds to inquiries from governmental agencies, professional organizations, community partners, families, and the public concerning Center operations, consistent with applicable confidentiality requirements.

REQUIREMENTS:

A. EDUCATION: Master's degree from an accredited college or university and (2) years experience in administration or human services **OR**

Bachelor's degree from an accredited college or university and (4) years work experience in administration or human services.

B. EXPERIENCE: Five (5) years experience working with youths with emotional, social or legal problems. Possession of a Master's Degree in psychology, social work, counseling or criminal justice may be substituted for up to one (1) year of the general experience requirement. OR, any equivalent combination of acceptable training and experience which has provided the knowledge, skills and abilities cited below, and which conforms to State regulatory requirement.

C. CERTIFICATION/LICENSE:

The incumbent will be required to possess and maintain a valid and current motor vehicle operator's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position. If the incumbent chooses to operate his/her own motor vehicle, he/she shall provide proof of personal auto insurance and shall be eligible for mileage reimbursement in accordance with County policy.

D. KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the regulations and operations affecting all aspects of the operation of a facility housing youths who have been alleged or adjudicated delinquent.
- Thorough knowledge of principles and practices of institutional management.
- Considerable knowledge of principles and methods of supervision and administration.
- Ability to exercise judgment and discretion in the application and interpretation of departmental policies and procedures.
- Ability to determine and evaluate the qualifications of prospective employees in relation to the needs of the juvenile detention facility.
- Ability to work effectively with disturbed and delinquent youth.
- Ability to communicate effectively, both orally and in writing.
- Ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, public and/or private agencies, and the general public.
- Must demonstrate excellent interpersonal skills.
- Must possess the ability and willingness to deal with difficult situations.
- Ability to maintain records and prepare reports.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

TOOLS AND EQUIPMENT:

Telephone or cell phone, personal computer (including word processing and job-related software), calculator, fax machine, copy machine.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

While performing the duties of this job the employee must occasionally lift and/or move more than 50 pounds, while physically restraining a resident. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is subject to exposure to hostile residents and conditions.

The noise level in the work environment varies.

<u>FLSA STATUS:</u>	FLSA-EXEMPT (not eligible for overtime)
<u>DESIGNATION:</u>	Career Service
<u>PAY GRADE:</u>	CS-32
<u>UNION STATUS:</u>	Non-Union

How to Apply :

Interested candidates shall submit a cover letter and resume, via regular mail or email to:

Gina X. Gibbs
Associate Court Administrator
Northampton County Courthouse
669 Washington street
Easton, PA 18042
ggibbs@nccpa.org