

POSITION OPENING

DEPARTMENT: Kane County Court Services

TITLE: Juvenile Justice Center Program Manager (Deputy Director Level)

RESPONSIBLE TO: JJC Superintendent & Court Services Executive Director

RESPONSIBLE FOR: See attached Job Description

DUTIES INCLUDE: Program oversight, evaluation and development. Implements and promotes the effective utilization of evidence-based practices and ensures program fidelity. Responsible for service delivery within departmental and statutory guidelines designed to improve outcomes for detained youth.

MINIMUM QUALIFICATIONS: A master's degree in management, public administration, criminal justice, or social services, and, three (3) or more years employed in probation / court services, at least two (2) year of which is at a supervisory level within in a residential or detention setting; or a bachelor's degree from an accredited college or university and five (5) or more years employed in probation / court services, at least three (3) years of which are at a supervisory level within a residential or detention setting.

GENERAL EMPLOYMENT QUALIFICATIONS: In addition to the minimum educational requirements, successful applicant will have demonstrated ability in the following:

- *Oral/Written Communication Skills
- *Interpersonal Sensitivity
- *Planning/Organizing
- *Problem Analysis
- *Judgment

STARTING DATE: To be determined.

STARTING SALARY: \$84,446

APPLICATION DEADLINE: Friday, July 10th, 2026 5:00pm

APPLICATION PROCESS: Letters of application and resumes accepted by:
Kerri Brummel Administrative Assistant
Court Services
Kane County Judicial Center
37W777 Rt. 38, Suite 150
St. Charles, Illinois 60175

Applicants need to be on AOIC approval hiring list.

"EEO Employer / Program. Auxiliary aids are available to individuals with disabilities upon request"

KANE COUNTY - JOB DESCRIPTION

JOB TITLE: Program Manager
DEPARTMENT: Court Services – Juvenile Justice Center
GRADE: EXEMPT

GENERAL SUMMARY

Under the supervision of the Superintendent and Court Services Executive Director, coordinates the day-to-day operations of juvenile detention, with the goal of improving outcomes for detained youth and efficient operations of the facility. The Program Manager is responsible for the oversight, development and delivery of quality, evidence-based programming within the JJC, and ensuring adherence to the Illinois Department of Juvenile Justice Standards, PREA Standards and Administrative Office of the Illinois Courts Standards, as well as statutory guidelines.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Makes decisions on programming and operational aspects of the Juvenile Justice Center, subject to established policies and procedures.
2. Along with Assistant Superintendent, supervises detention supervisors within the Juvenile Justice Center and participates in their annual evaluations.
3. Serves on the Juvenile Justice Center Management Team.
4. Implements training and develops programming for the Juvenile Justice Center, with a focus on improving outcomes for court-involved youth. Utilization of standardized CBT curricula is preferred.
5. Assists supervisors when conducting individual resident staffing's and resolving problems relating to individual resident issues while maintaining fidelity to evidence-based strategies.
6. Assists supervisors with personnel and employment issues.
7. Maintains oversight of the JJC's cognitive-based programming and resident services. Requires in-depth knowledge of evidence-based practices and cognitive interventions, including the ability to train supervisors and direct-care staff in those techniques.
8. Monitors and assesses the JJC's internal and external programming and makes recommendations for improving or implementing new and proven strategies for working with court-involved youth.
9. Maintains familiarity with community treatments providers and oversight of external programs being utilized within the JJC.
10. Coordinates specific areas of service delivery within the facility, as specified by the Superintendent.
11. Develops, promotes and ensures the effective delivery of evidence-based programming aimed at improving the outcomes of detained youth, as well as, improving the efficiency of operations.
12. Collaborates with system players, social service agencies, contract partners and professional organizations providing services within the facility to ensure programs offered align with best practices.
13. Maintains statistical data and evaluates programming to ensure fidelity and submits recommendations for improvements.
14. Responsible for ensuring the supervisors are supporting programming. Including directing and evaluating their shift-to-shift work product. Including spending the majority of their time on the floor, coaching, training and mentoring youth counselors, problem solving, participating in conflict resolution, facilitating/participating in focus group and modeling appropriate interactions.
15. Remains current on juvenile detention trends, practices, standards and especially programming.
16. Evening and weekend hours required.
17. As part of the JJC's administrative team, shares in on-call responsibilities and strategic planning.
18. Assignments and projects as directed by the Superintendent and Court Services Executive Director.

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT OF AND REQUIREMENTS FOR THE PERFORMANCE OF THIS JOB. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS. THE PRINCIPAL DUTIES OF RESPONSIBILITIES ENUMERATED ARE ALL ESSENTIAL JOB FUNCTIONS EXCEPT FOR THOSE THAT BEGIN WITH THE WORD **MAY**.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. A master's degree in management, public administration, criminal justice, or social services, and, three (3) or more years employed in probation / court services, at least two (2) year of which is at a supervisory level within in a residential or detention setting; or a bachelor's degree from an accredited college or university and five (5) or more years employed in probation / court services, at least three (3) years of which are at a supervisory level within a residential or detention setting. Applicant must be on AOIC hiring list.
2. Extensive knowledge of juvenile detention standards, evidence-based practices within a detention setting, staff training and the ability to develop and implement programs.
3. Knowledge of employment functions, personnel management, and an in-depth understanding of policies and procedures relative to Kane County Court Services and the Juvenile Justice Center.
4. Requires analytical abilities and interpersonal skills necessary to handle a diverse group of professionals, both within the organization as well as externally at all levels of county government.
5. Communication skills necessary to interpret and communicate the policies and procedures necessary to accomplish the goals and objectives of Court Services.
6. Ability to communicate verbally and in writing with all levels of the organization in order to fulfill the goals/objectives as outlined in the annual report to AOIC.
7. Ability to work independently in order to plan and effectively carry out all the tasks necessary to complete personnel appraisals by the employee's anniversary date.
8. Possesses good interpersonal skills and is able to relate to the Judiciary, County Board, and other departments within Kane County at the direction of the Court Services Management Team.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

Handling objects, talking, hearing, vision near and far are required 75% or more per shift. Standing, reaching, lifting and fingering objects is required about 50% of the time. Walking, sitting, using legs to ascend and descend and carrying objects weighing 10 pounds or less is required about 25% of the time. Stooping, balancing, bending, twisting, feeling, pushing objects weighing 10 pounds or less and medium intensity fingering is required about 10% of the time. The following may be required in unusual or non-routine situations. Kneeling, crouching, crawling, running, climbing, grappling, lifting objects including people that weigh 100 pounds or more and handling objects (not including people) with medium intensity.

WORKING ENVIRONMENT WHILE PERFORMING ESSENTIAL FUNCTIONS

Normal office conditions are present for the majority of time. Dust and poor ventilation are present 75% of the time or more. Potential for physical attack is present about 50% of the time. Supervisors are outside with no protection from the weather as well as being exposed to vehicle vibrations and other fast-moving vehicles 10% of the time. In unusual situations supervisors are exposed to dramatic changes in temperature, contact with water or liquids, very humid conditions, high noise levels, chemicals, burns, fumes, odors and exposure to mechanical and electrical hazards.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS

Copy Machine, Personal Computer Terminal, Tablets, Fax Machine, Telephones, Cell phones, JJC Vehicles, First Aid Equipment, Metal Detectors, Audio Monitors, Vehicle Cameras, Body Scanner and Fire safety equipment.

REPORTING RELATIONSHIPS

Reports To: JJC Superintendent

Directs Work Of: JJC line staff members and supervisors

HIRING CONTINGENCY

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon completion of a criminal history background check for purposes of compliance with the Illinois State Police for LEADS purposes, as well as a Child Abuse and Neglect Tracking System (CANTS) check through the Department of Children and Family Services.

BLOODBORNE PATHOGEN RISK CODE: Yes

RECEIPT AND APPROVAL

Name (Printed)

Signature

Date

Superintendent Signature

Date