

February 16, 2012

**TITLE:** Superintendent, Baltimore City Juvenile Justice Center  
(Program Manager IV)

**STATUS OF POSITION:** Full-Time  
Management Services

**SALARY:** \$60,290 - \$96,808

**LOCATION:** Department of Juvenile Services  
Baltimore City Juvenile Justice Center  
300 North Gay Street  
Baltimore, Maryland 21202 (Baltimore City)

**DUTIES:** This position is the managerial level of work overseeing the daily administration, management and overall operation of the Baltimore City Juvenile Justice Center (BCJJC). This position will function as the facility superintendent and is responsible for managing the work of employees providing services to resident youth through subordinate supervisors, coordinate programs and services with other service providers; make regular inspections of the facility to ensure that security and safety are properly maintained and policies and regulations are consistently enforced; identifies staff training needs; reviews incidents and staff reports and attends meeting as required.

**EDUCATION:** High School diploma or G. E. D certificate acceptable to the Maryland State Board of Education as described in the Correctional Training Commission regulation.

**EXPERIENCE:** Eight years of experience providing supervision and guidance to youths in a juvenile facility or juvenile services community program for at-risk youth or in a correctional setting. Two years of this experience must have involved exercising supervisory responsibility over other staff providing services to youth.

**NOTE:** An Associate of Arts degree in Criminal Justice or the social or behavioral sciences from an accredited college or university may be substituted for up to one year of the required experience. A Bachelor's degree in Criminal Justice or the social or behavioral sciences from an accredited college or university may be substituted for up to two years of the required experience.

**PREFERRED QUALIFICATION:** Minimum of 2 yrs of progressive supervisory/managerial responsibilities in upper management in a juvenile or correctional setting.

**APPLICATION PROCEDURE:** If interested please submit a cover letter and a Maryland State application form to Monica Queen at the Department of Juvenile Services, 120 W. Fayette Street, Baltimore, MD 21201. For more information call (410) 230-3124.

**CLOSING DATE:** March 2, 2012

**Department of Juvenile Services is an Equal Opportunity Employer**