



Tarrant County
Deputy Director - Juvenile Services

CLASS CODE	20001798	SALARY	\$2.19 - \$2.41 Hourly \$175.00 - \$192.50 Biweekly \$379.17 - \$417.08 Monthly
ESTABLISHED DATE	February 26, 2014	REVISION DATE	October 20, 2025

Summary

The Deputy Director will be responsible for overseeing the daily operations of the Juvenile Services department, including assisting and supporting the Director with the administration and program development of Juvenile Services, a multi-purpose legal/social service agency. Maintain program compliance with current laws and licensing standards, assess and meet staff and community needs through program resources, and develop and evaluate programs. Serves as Director of the agency in the absence of the Director.

Supervisory Responsibilities:

Supervises one or more employees in the Juvenile Services department. Responsible for the overall direction, coordination, and evaluation of these employee(s). Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Essential Duties and Responsibilities

Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

- Supervises and directs Assistant Directors, Senior Casework Supervisors, program supervisors, educational and institutional administrators, and other personnel involved in the direct delivery of services to youth and families.
- Researches and assists in writing and developing programs and operating procedures to efficiently meet service demands.
- Assists in directing the technical phases of each program, including the interview and placement of professional staff.
- Assists in the development and implementation of personnel rules, regulations, policies and procedures.
- Maintains technical information regarding current trends in juvenile law and services.
- Facilitates all phases of the Court process.

- Assists in maintaining case records and related documents in accordance with current legal, departmental, and social service standards.
- Ensures compliance with all Juvenile Services policies and procedures.
- Ensures compliance with all Tarrant County policies and procedures.
- Ensures compliance with all Texas Juvenile Justice Department regulations and requirements.
- Ensures compliance with all applicable local, state, and federal laws and regulations.
- Prepares and presents speeches on juvenile issues and services to various professional, civic, and public groups.
- Prepares necessary paperwork regarding work and supervisory activities.
- Recommends and monitors program budgets.
- Serves on various boards, committees, and work groups in the community to effectively represent the Department.
- Performs other duties as assigned.

Knowledge, Skills, & Abilities:

- Excellent customer service and communication skills, both verbal and written.
- Ability to work in a fast-paced environment.
- Must be consistently organized and appropriately prioritize the workload.
- Must have extensive knowledge and understanding of applicable Texas Juvenile Justice Department regulations and requirements.
- Must have extensive knowledge and understanding of local, state and federal laws applicable to the functions performed by Juvenile Services.
- Ability to work independently and as part of a team.
- Competency with computers and Microsoft Office 365 Suite.
- Advanced analytical skills.
- Knowledge of budgeting, financial management, and grant administration
- Skill in developing and implementing program policies and operational procedures consistent with state and county standards.
- Skill in preparing and delivering professional presentations and reports to internal and external stakeholders, including Commissioners Court and state agencies.
- Ability to exercise sound judgment and maintain confidentiality in handling sensitive information.
- Ability to balance operational oversight with strategic planning, ensuring alignment with departmental and county objectives.

Minimum Requirements

- Any Doctoral degree with Seven (7) years' experience in a social service, juvenile justice, or criminal justice agency, five (5) of which must have been supervisory; OR
- A Master's degree in behavioral science or related areas with Seven (7) years' experience in a social service, juvenile justice, or criminal justice agency, five (5) of which must have been supervisory; OR
- Any Bachelor's degree with Ten (10) years' experience in a social service, juvenile justice, or criminal justice agency, seven (7) of which must have been supervisory.
- Eligible and able to become certified as a Texas Juvenile Probation Officer.
- Valid driver's license required.

Preferred Requirements:

- No preferred requirements

Physical Demands and Work Environment

While performing the duties of this position, the incumbent may be required to see, hear, sit, stand, bend, lift up to 25 pounds, talk, keyboard, operate a computer and affiliated peripherals, work alone and with others, work overtime, and work non-traditional hours.

Decision Making

Must possess and demonstrate excellent decision-making skills, ethics, and an in depth understanding of how such skills and ethics should be applied with respect to the Texas Juvenile Justice Code, Texas Juvenile Justice Department standards, Tarrant County policies and procedures, and Juvenile Services departmental policies and procedures.

Contacts

Interacts with Program Supervisors, Division Heads, Direct Reports, Director, the General Public, Juvenile Justice and Social Service Staff, Providers, Courts, County Departments, Professional and Educational Organizations, State Juvenile Justice Agency Staff, Law Enforcement Agencies, Citizen Groups, Attorneys, Youth, Families, and Crime Victims.