



JUVENILE COURT ADMINISTRATOR

\$105,460 - \$136,858

Plus Excellent Benefits

Apply By

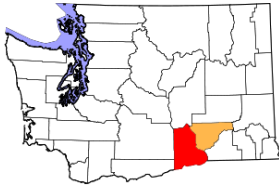
February 16, 2025

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Benton County serves as a vital lifeline, connecting and supporting the community by providing reliable services, well-maintained roads, and efficient utilities that facilitate daily life. The County's exceptional courts uphold justice, while a stable job market drives economic growth, fostering opportunities for all. Benton County has been cultivating progress since 1905, offering individuals the opportunity to contribute meaningfully to the community. This opening provides a workplace that values contributions and supports professional growth.

THE COMMUNITY

Located in south-central Washington at the confluence of the Columbia, Yakima and Snake rivers, Benton County enjoys nearly 250 days of sunshine with nearby mountains, wildlife areas and parks. Benton County is home to Washington's wine industry and is a popular destination for conferences, sport tournaments, festivals, and other attractions. With a generally lower cost of living, Benton County attracts the brightest minds due to the Hanford Reservation with historically more doctoral degrees per capita than anywhere in the nation. Only a short drive from Seattle and Portland, Benton County offers a high quality of life, short commute times, and with a county population of approximately 215,000, many of the amenities of city life.

With a mild climate and an abundance of warm, clear sunny days each year, Tri-City residents enjoy a variety of outdoor recreation activities including hiking the trails of Badger Mountain, water-skiing, or kayaking on the Columbia River, hitting the links at one of the ten beautiful golf courses, or horseback riding through Red Mountain wine country. The Cascade Mountains and Blue Mountains are also just two hours away, and offer skiing, hiking, fishing, hunting, and snowmobiling for outdoor enthusiasts or those who just want to get away and see the wildlife.

For more information about the Tri-Cities area, please visit:

www.visittri-cities.com

www.tricityregionalchamber.com



THE COUNTY & COURT

The County consistently transforms tax revenues into valuable community assets, enhancing the quality of life for its residents. As the tenth largest county in Washington state and the third largest east of the Cascade Mountains, Benton County has experienced steady growth and prosperity since World War II. While agriculture and the Hanford Site have long been foundational to the local economy, emerging retail, medical, retirement, and tourism sectors are diversifying the economic landscape, promising a bright and dynamic future.

It is the mission of the Benton-Franklin Counties Juvenile Justice Center to advance the safety and well-being of the local community by reducing juvenile at-risk and criminal behavior and the abuse and neglect of children. The Benton-Franklin Counties Juvenile Court is a branch of the Superior Court.

The Benton-Franklin Counties Juvenile Court has exclusive jurisdiction over juveniles within Benton and Franklin Counties who violate the criminal laws of the State, who are in need of protection and/or advocacy as a result of abuse, neglect, or abandonment, or who are brought to the attention of the court through a civil petition process for at-risk behavior or truancy.

The Juvenile Court is responsible for the provision of diversion, community supervision (probation), and court.

The Benton-Franklin Counties Juvenile Court reports to the 7-member Superior Court Bench and is financed by both the Benton and Franklin County Boards of Commissioners.

THE POSITION

Reporting to the Superior Court Judges, the Juvenile Court Administrator is responsible for the day-to-day administration of the Juvenile Court budget, staff, programs, and facility, excluding the detention facility. While this position is a bi-County position, the employer for all administrative purposes is Benton County.

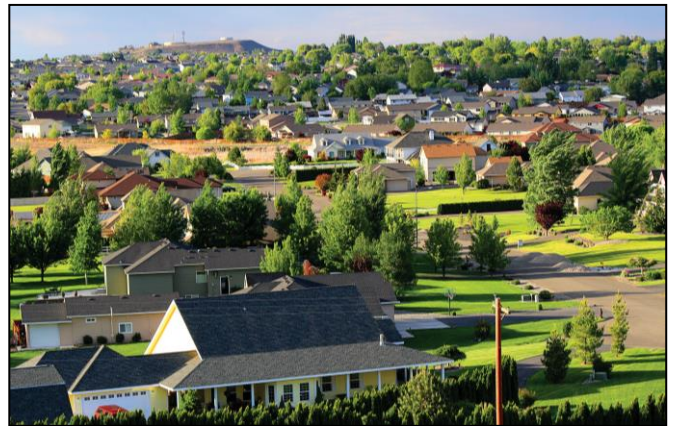
The Juvenile Court Administrator oversees all aspects of the agency's operations, ensuring adequate staffing through employee hiring, assignment of duties, supervision, performance evaluation, training, and disciplinary actions. This role is responsible for establishing and implementing operational policies, procedures, and manuals while continuously evaluating their effectiveness.



The Administrator develops and monitors budgets, negotiates funding with County Commissioners and State representatives, writes grant proposals, and manages inter-county service agreements. This role will lead the development, implementation, and evaluation of probation, intervention services, and related treatment programs, including conducting needs assessments and exploring volunteer program opportunities.

The Administrator ensures the facility is maintained in a safe, clean, and operational state, approves necessary changes, and manages maintenance oversight. This position also participates in union contract negotiations and oversees adherence to the collective bargaining agreement for one bargaining unit and manages service contracts with community resources. As the public face of the agency, the Administrator represents the Juvenile Court in the community, liaises with external organizations, responds to media inquiries, and serves as the Public Records Officer.

To learn more about this position, please view the job description found [here](#).



IDEAL CANDIDATE PROFILE

Education and Experience:

A bachelor's degree in business, public administration, behavioral, or social sciences, and six years of experience in office administration which include accounting, program budgeting, and personnel management responsibilities; **or** any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job is required.

Candidates must be 21 years of age or older, have a valid Washington State Driver's License, and be able to complete the Washington State Training Commission's Juvenile Probation Academy.

Due to the Superior Court's role in providing justice and upholding the rule of law, employees of the Superior court are required to meet the highest standards of professional conduct and ethics while on the job, and to maintain those same high standards when taking actions in their personal lives that could reflect on the Court.



Necessary Knowledge, Skills, and Abilities:

- Ability to set direction and vision for the agency to meet defined goals for improving outcomes for youth and families through strategic planning processes utilizing agency and community input.
- Expert knowledge and experience with complex budget development, budget management, contract negotiation, contract development, and contract management.
- Proficient knowledge of the Washington State juvenile justice system and the amended Washington Juvenile Justice Act of 1977, and state and local court rules.
- Proficient knowledge of the juvenile criminogenic needs, child and youth development, including brain development.
- Proficient knowledge of effective screening tools.
- Proficient knowledge of and experience with Juvenile Detention Alternative Initiative principles.
- Proficient knowledge of and experience with best practices and evidence-based practices, models of case management, treatment and intervention for at-risk youth, youthful offenders and truant youth.
- Proficient knowledge of the Washington State Case Management Assessment Process and the principles of intervention under this model.
- Proficient knowledge and experience with juvenile civil cases including dependency and Becca matter.
- Expert knowledge of community-based social service and treatment programs.
- Expert knowledge and experience in developing and maintaining effective management teams.
- Ability to select, guide, motivate, evaluate, and discipline staff.
- Proficient knowledge of management theory and practices including labor relations.
- Ability to prepare complex budgets that incorporate multiple fiscal years and knowledge of governmental accounting practices.

- Effective grant writing skills and ability to negotiate and implement large state contract services.
- Proficient knowledge of state and local court data and case management systems.
- Ability to develop, adapt programs, operations, and systems, and mobilize resources needed to accomplish organization goals.
- Ability to establish and maintain effective working relations with staff, the public, governmental agencies, and elected officials.

COMPENSATION & BENEFITS

- **\$105,460 - \$136,858 DOQ**
- Medical/Dental/Vision – 100% employer paid for full family coverage
- \$300/month contribution to a Health Reimbursement Account (HRA VEBA)
- State retirement (PERS system)
- 457(b) contribution options
- Sick leave – 3.7 hours per bi-weekly pay period (96.2 hours/year)
- Vacation leave – starts at 4.75 hours per bi-weekly pay period (123.5 hours/year)
- 12 paid holidays plus one floating holiday annually
- \$5,000 relocation reimbursement for qualified candidates

For more information on Benton County and the Juvenile Court, please visit:

www.co.benton.wa.us



The Benton-Franklin Counties Superior Court is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 16, 2025** (Applications Reviewed as Submitted. Open Until Filled.) Applications will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**", select "**Benton-Franklin Counties Superior Court, WA – Juvenile Court Administrator**", and click "**Apply Online**", or click [here](#).



www.prothman.com

206.368.0050