

**OKLAHOMA COUNTY JUVENILE BUREAU
POLICY AND PROCEDURE MANUAL**

**CHAPTER ONE: ADMINISTRATION AND MANAGEMENT
POLICY 1.3: TERM/QUALIFICATIONS OF ADMINISTRATORS**

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I. POLICY:

A single administrative officer, the Director of the Oklahoma County Juvenile Bureau (OCJB), manages the OCJB and its programs **(3-JDF-1A-11) (2-7003)**.

II. PROCEDURE:

The authority, responsibility, and function of the position of the agency administrator are specified by statute or the parent governmental agencies **(2-7004)**.

- A. The Director of the OCJB is the Chief Administrative Officer. The Director's authority, responsibilities and functions are authorized by 10A O.S. § 2-4-102, 10A O.S. § 2-4-103, and 10A O.S. § 2-4-104 **(2-7024)**. The Director is appointed and supervised by the Presiding District Judge of the Juvenile Division, and subject to the general administrative authority of the Board of County Commissioners **(2-7023)**. The Director is delegated the authority by the Presiding District Judge of the Juvenile Division to appoint and supervise the positions of the Chief of Court Services, Detention Facility Administrator, and other OCJB personnel. The Director coordinates all fiduciary matters with the Board of County Commissioners.
- B. The director shall be a person over the age of thirty (30) years, of good character, qualified in social work, and familiar with the problems of juvenile delinquency and dependency. They must, at a minimum, possess a bachelor's degree in an appropriate discipline, two (2) years of experience working with juveniles, and three (3) years in staff supervision and administration **(2-7025)**.
- C. The qualifications, authority, and responsibilities of the Chief of Court Services, the Detention Facility Administrator, and other department heads specified as executive staff by the Director of the OCJB are included in their signed job descriptions **(3-JDF-1A-15) (3-JDF-1A-16)**. The Director reviews and approves all job descriptions, in accordance with Policy 3.28, "Job Descriptions."

Approved: _____

James L. Saffle, Director

Date

10/6/16