

Executive Director – Children’s Justice Center

Job Description



Department: Children’s Justice Center
Position: Appointed
Grade: 732
Supervisory: Supervisor
Reports to: County Commission

Summary

Under broad policy guidance from the County Commission, supervises, plans, coordinates, and directs the overall management and activities of Utah County Children’s Justice Center (CJC). Determines key policies and ensures fulfillment of statutory obligations within the department and provides a comprehensive, coordinated, and child-focused response to ensure the center’s mission of providing a child-friendly, neutral, and effective environment.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of assigned personnel; schedule workload and delegate assignments; oversee training and conduct staff meetings.
2. Make staffing decisions related to the hiring, retention, and training of assigned personnel; evaluate and conduct performance appraisals.
3. Identify, evaluate, and resolve personnel concerns; administer disciplinary actions in accordance with County policy and procedures.
4. Develop and implement all operational and program policies and procedures, ensuring compliance with applicable licensing and legal requirements, and promoting efficiency and quality of care under the direction of the Advisory Board.
5. Coordinate involvement with and supervise departmental staff, collaborate with other county departments, volunteer groups, and outside agencies, and provide community education on child abuse, intervention, and treatment.
6. Provide comprehensive financial management and resource development for the department, including preparing the annual budget, approving departmental purchase orders and expenditures, and securing new funding through grant writing and service contracts.
7. Create and maintain a safe and child-friendly environment where victims of child abuse can receive support with the least possible trauma; ensure the facility supports the effective and appropriate resolution of child abuse cases within the criminal court system.
8. Oversee and manage all documentation required to ensure legal and regulatory compliance.

For Office Use Only

Job Code: 1140
Job Title: Executive Director – Children’s Justice Center
FLSA: Exempt
Effective Date: 9/27/2025
Public Safety: No

Worker’s Compensation: County
Background Level: II
Safety Sensitive: No
DOT: No
ML: Department Head

9. Collect and analyze program statistics to prepare and submit quarterly reports to the County Commission and Advisory Board, Utah Attorney General's Office, and National Children's Alliance, and submit grant reports as required.
10. Serve as the primary public relations and community liaison for the center; represent the organization on task forces and committees; facilitate communication and networking with local, state, and national agencies to advance inter-agency problem-solving and planning.

Knowledge, Skills, and Abilities

- Knowledge of the dynamics of child abuse and neglect, the principles of trauma-informed care, and best practices for forensic interviewing, including conflict management and intervention
- Knowledge of social services, including protective service programs and procedures, as well as the criminal justice system, including investigatory and prosecutorial processes
- Knowledge of non-profit operations, including governance, board relations, human resources, and volunteer management
- Knowledge of relevant federal and state laws, licensing standards, and professional best practices related to child welfare
- Skilled in written and verbal communications
- Skilled in fundraising and grant proposal writing, as well as broader financial oversight and budget management
- Ability to maintain cooperative working relationships with those contacted during work activities
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidentiality
- Ability to effectively coordinate and lead diverse groups, including multidisciplinary teams of professionals, adults, and children
- Ability to manage and maintain accurate records and reports
- Ability to effectively manage multiple priorities and complex projects simultaneously

Supervisory Responsibility

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

Work Environment

This job operates primarily in a professional office environment. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to high stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and listen. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between colors and patterns. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee may be exposed to contagious or infectious diseases, possible bodily injury, and hostile situations. The employee frequently drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Recommended Education and Experience

1. Master's Degree in Social Work, Psychology, Public Administration, Non-Profit Management or other related field.
2. Five (5) years of progressively responsible leadership experience in management or supervisory role.
3. Licensure as a clinical mental health professional, such as a Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or Clinical Mental Health Counselor (CMHC), under the Mental Health Professional Practice Act (UCA 58-60).

Preferred Education and Experience

1. Preference may be given to applicants with experience in fundraising and grant proposal writing.
2. Preference may be given to applicants with experience in public relations.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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