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Deputy Director (Youth Services Center)

JOB CODE	JOB FAMILY	PROFILE
JCM512	**Health and Social Services**	**Deputy Director (Youth Services Center)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**July 22, 2026**

The Deputy Director (Youth Services Center) oversees daily operations, resident management, and departmental functions. This role provides direct supervision of personnel, manages staffing, and ensures the effective delivery of support programs and services. Responsibilities include oversight of hiring, training, performance evaluation, coaching, and disciplinary actions, as well as assisting with budget development and strategic planning.

Job Description

DUTIES AND RESPONSIBILITIES

- May supervise day-to-day departmental operations.
- Oversee and coordinate support programs such as arts and crafts, education, recreation, counseling, food service, medical, building operations and maintenance, and inventory and supply.
- Develop and manage staff training programs, including career ladder opportunities for Youth Services Center personnel.
- Lead special projects and direct staff activities related to project goals and departmental functions.
- Establish staffing patterns and prepare employee work schedules.
- Participate in personnel actions including recruitment, hiring, performance evaluations, coaching, discipline, and terminations.

- Supervise, train, and evaluate subordinate staff to ensure performance standards are met.
- Maintain collaborative relationships with private, public, and governmental agencies; serve as the Youth Services Center liaison to internal departments, union officials, and elected officials.
- Review and recommend updates to program procedures and internal controls; implement approved policies and procedures.
- Contribute to the development and implementation of strategic goals, performance improvements, and monitoring processes.
- Interpret and support the implementation of operational procedures and departmental policies.
- Assist in the development, monitoring, and administration of the department budget, support annual budget preparation.
- Lead the communication, training, and implementation of the department's Emergency Operations Plan (EOP); ensure all personnel are trained, roles are delegated, and emergency procedures are followed to safeguard residents and staff.
- Act as department director in their absence, as assigned.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Criminal Justice, Psychology, Sociology, Social Sciences, Counseling, or a related field.
- Ten (10) years of work experience in detention/corrections, criminal justice, psychology, or counseling.
- Four (4) years in a managerial role.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Licensed Master Social Worker (LMSW), Licensed Independent Social Worker (LISW), Licensed Practicing Counselor or Licensed Practicing Clinical Counselor (LPCC),
- Master's degree in Criminal Justice, Psychology, Sociology, Social Sciences, Counseling, or related field preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.

- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Most essential duties are performed indoors in a temperature-controlled environment.
- Work is typically conducted on an even, dry surface such as carpet or tile.
- Duties may be performed independently with general or minimal supervision.

EQUIPMENT, TOOLS, AND MATERIALS

- Regular use of computers and communication equipment.
- Handles files, forms, reports, paperwork, and various office supplies in the performance of duties.