



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DIRECTOR, NEVADA CHALLENGE	41	A	12.520
DEPUTY DIRECTOR, NEVADA CHALLENGE	39	B	12.521

SERIES CONCEPT

The Director, Nevada ChalleNGe Program provides leadership and direction in the development, promotion and implementation of a federally sponsored State program for at-risk youths throughout the State. Primary responsibilities include planning, organizing, coordinating and directing the care, education, counseling and training of youth in the Nevada Battle Born ChalleNGe Academy; overseeing the development and implementation of policies, procedures goals and objectives related to the security, treatment, and education of students in a residential setting; developing and managing the facility and program budgets and preparing reports.

Provide guidance and general administrative direction regarding academy activities including procurement, facility management, future construction and remodeling, academic progress and student development.

Direct and supervise the academic staff through direct observation and review of completed work assignments and reports to ensure compliance with program policy and procedures; provide guidance and instruction on work activities and appraise individual performance to ensure the goals and objectives of the Academy and that problems are resolved in a timely manner.

Prepare statistical reports regarding the program and operation of the program; prepare quarterly and biennial status reports; and comply with all required federal and State reporting requirements.

Establish and maintain effective working relationships and lines of communication with local communities and the program; interface with the public and members of other agencies and organizations; communicate with local employers, organizations, citizen groups, and law enforcement agencies on a continuous basis to explain goals and objectives, develop awareness and gain acceptance of the program, and facilitate recruitment of students and mentors.

Establish the training needs of assigned staff through the review of performance evaluations and the impact of policy or procedural changes; coordinate training and conduct follow-up reviews to determine effectiveness of the program.

Plan and develop the facility's budget, internal policy and procedure and the implementation of State and federal legislation involving operations and programs that provide for employment, recreation, education, and health and safety needs of at-risk youth.

Review all facility incident reports and the appropriateness of actions taken by staff based upon established policy and procedures; ensure that sufficient documentation is provided to accurately assess the situation, and evaluate for consistency.

Provide general supervision to Academy cadre and students.

Perform related duties as assigned.

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CLASS CONCEPTS

Director, Nevada Challenge: Under administrative direction, the Director plans, organizes and directs the Nevada Battle Born Challenge Academy, staff and facilities. The incumbent performs the full range of duties described in the series concept and has full administrative and management responsibility for the program.

Deputy Director, Nevada Challenge: Under general supervision of the Director, Nevada Challenge Program, the incumbent participates in the administration of the program. The Deputy Director coordinates, directs and reviews the work of program staff; provides training to staff; participates in the development of the annual work plan and budget; participates in developing and reviewing policy and procedures; and performs the duties of the Director as directed or in the absence of the Director.

MINIMUM QUALIFICATIONS

DIRECTOR, NEVADA CHALLENGE PROGRAM

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with coursework in psychology, social work, counseling and guidance, business, education, or related field and five years of experience in an educational setting or youth development organization, two years of which were in a supervisory capacity; **OR** one year experience as Deputy Director Nevada, Challenge in Nevada State service; **OR** an equivalent combination of education and experience, which included at least two years of supervisory experience in an educational setting for youth.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: causes and factors related to youth not completing high school; principles and practices of traditional and vocational education; principles and practices of physical and mental hygiene and psychology; fundamental requirements of a physical education program; budget processes; administration and reporting requirements for federal programs. **General knowledge of:** military organizations, discipline and regulations. **Ability to:** plan, direct and coordinate the work of others; establish and maintain cooperative relationships with the general public, business and organizations to develop community awareness and promote program support; perform routine statistical computations to provide information to State and federal agencies upon request; motivate others and stimulate people to effective action; mediate between contending parties or groups; establish and maintain cooperative working relationships with superiors, subordinates and outside agencies; analyze information, problems, situations, practices or procedures to define problems or objectives; identify relevant concerns, factors, patterns, tendencies and relationships and formulate logical and objective conclusions; recognize alternatives and possible implications; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: operation of a residential, educational State facility for youths; State and federal requirements for affirmative action and equal employment opportunity laws and regulations applicable to agencies and institutions sufficient to analyze proposed personnel policies and procedures; vocational guidance and educational methods related to working with youths; budgeting and fiscal management; inventory methods and controls; traditional and vocational programs and/or available employment opportunities for training students; State contracting practices; State and federal procurement processes. **Ability to:** manage programs and operations effectively and efficiently.

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MINIMUM QUALIFICATIONS (cont'd)

DEPUTY DIRECTOR, NEVADA CHALLENGE

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with coursework in psychology, social work, counseling and guidance, business, education, or related field and four years experience in an educational setting or youth development organization; **OR** an equivalent combination of education and experience in an educational setting for youth.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: causes and factors related to youth of not completing high school; principles and practices of traditional and vocational education; principles and practices of physical and mental hygiene and psychology; fundamental requirements of a physical education program. **General knowledge of:** State and federal requirements for affirmative action and equal employment opportunity laws and regulations sufficient to analyze proposed personnel policies and procedures; military organizations, discipline and regulations. **Ability to:** plan, direct and coordinate the work of others; perform routine statistical computations; motivate and direct the efforts of staff; establish and maintain cooperative working relationships.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for the Director, Nevada Challenge Program.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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ESTABLISHED:	3/7/08UC	3/7/08UC