



## Human Resources

### EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

**POSITION:** **JUVENILE SERVICES DIRECTOR**  
**DEPARTMENT:** Willoughby Juvenile Center  
**DATE POSTED:** April 22, 2025  
**CLOSING DATE:** Open until filled  
**HIRING SALARY:** **\$75,787 annually** (Starting salary may be negotiable depending on qualifications and/or experience)

#### POSITION OVERVIEW

Reporting to the Harrison County Juvenile Board, this position plans, coordinates, implements, evaluates, manages and directs all operations/activities of the Juvenile Services Department. Develops and enforces policy, procedures and programs and ensures compliance with State, Federal and Local laws. Prepares, plans, presents and administers annual budget and grant activities/reporting. Provides oversight, leadership and direction to management and staff; oversees the investigation of complaints from clients, their families, judicial entities and the general public. Performs other duties as apparent and/or assigned.

#### EDUCATION/EXPERIENCE

Bachelor's Degree in Criminal Justice, Social or Behavioral Sciences or directly related field and five (5) years' experience in criminology, corrections, counseling, law, social work, psychology, sociology, including three (3) years mid to senior level supervisory management experience. Must have a public service attitude and ability to interact in a courteous and professional manner with a wide variety of individuals including law enforcement, judicial and other staff, clients, families and the general public.

#### LICENSE / CERTIFICATION

- Valid Texas Driver's License
- Certification as a Juvenile Probation Officer and Juvenile Supervision Officer or eligible for certification by Texas Juvenile Justice Department (TJJD) within six (6) months of employment
- Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care certifications within six (6) months of employment

#### ADDITIONAL INFORMATION

Must successfully complete background check, post-offer drug screen, physical condition evaluation and/or other testing in accordance with Harrison County policy and/or as authorized by law.

**Benefits:** Medical/Dental/Vision/Life  
PTO/Vacation/Holiday/Sick Leave  
TCDRS Retirement and optional 457 retirement

**Hours of work:** Weekdays (and evenings/weekends as necessary). FLSA Exempt position.

**HARRISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

#### SUBMIT APPLICATION TO:

**HARRISON COUNTY HUMAN RESOURCES**  
200 W Houston St, Room 328  
Marshall, TX 75670  
[hrassist@co.harrison.tx.us](mailto:hrassist@co.harrison.tx.us)

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