

Chapter: Administration
Subject: Administrator Qualifications &
Access to Administrator
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ODJFS Rule: 5101: 2-5-09(C); 5101: 2-5-13(A)(19)
COA Standard: PA-AM 3.02 (3), 3.07; GLS 19.02
Review/Revised: 8/5/2019; 3/25/2020; 10/19/2020

Administrator Qualifications

The person employed as the administrator of NRTC will have the title “Director”. The Director will possess at least a Master’s degree from a college or university accredited by a nationally recognized accrediting organization. An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skill, and abilities. This is including, but not limited to the following:

- Seven years’ experience working in social work or related field in a juvenile treatment setting
- Seven years of related administrative experience including management, budgeting, policy development and organizational planning experience.
- A combination of education, training and work experience which indicates possession of the skills, knowledge and abilities needed for the position
- Knowledge of research, evaluation and program coordination
- Knowledge of the juvenile justice system, juvenile delinquency, family dynamics, crisis intervention, counseling, treatment implementation, etc.

Access to the Administrator

NRTC ensures the accessibility of the administrator or designee with executive authority to NRTC staff and ODJFS representatives at all times.

- The Director is available to the Court, NRTC staff, and ODJFS representatives in person during normal business hours or by cell phone at any time. The cell phone number is listed in the MCJC Court Employee Phone List, on the NRTC Employee Phone List, and posted in the control room and supervisors office.