

HIRING EXECUTIVE DIRECTOR – CENTRAL IOWA JUVENILE DETENTION CENTER

The Executive Director performs complex professional managerial and leadership work in planning, organizing, directing, and evaluating the overall operation of a multi-county juvenile detention facility and its staff. The Executive Director will also oversee a multitude of other community-based services that serve children and families outside the facility in their home communities.

THE AGENCY – CENTRAL IOWA JUVENILE DETENTION CENTER

CIJDC is a regional facility servicing almost half of Iowa's Counties for juvenile detention. It is the mission of to provide residents with a safe, clean, secure environment through a structured program. In meeting its mission objectives, CIJDC will encourage and foster interagency collaboration in support of transitioning residents to the community.

KEY ATTRIBUTES OF OUR IDEAL CANDIDATE

- Possesses thorough knowledge of juvenile detention functions, programs, services and issues
- Is ethical beyond reproach; entirely trustworthy and honest
- Is authentic, “down to earth”, and “real” in the context of inter-personal relationships
- Practices an “open door” policy; is approachable, empathetic, trusting, caring, motivating and respectful
- Respects what is working currently yet is creative, open-minded and encourages innovation
- Demonstrates a clear vision and ability to share it effectively with staff
- Is a strong “connector” who fosters positive, productive relationships within the agency, with external partners and stakeholders and throughout the broader community
- Is an active listener; interested in staff feedback and participation
- Understands the budget process and financial systems and issues
- Is adaptable to changes in regulatory environment and changes in processes, programs and services
- Ability to work closely with the Commission to achieve the organizations goals

ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Recruit, Hire, Train, Coach and provide feedback to a highly talented team who can lead critical services
- Coordination with the CIJDC Commission to increase organizational knowledge and implement objectives
- Develop the organizational culture and promote transparency and collaboration throughout the organization
- Development and Updating of all Program Services Policies to ensure cohesiveness
- Implementation and Enforcement of all policies, ensuring congruence with standards
- Forecast, develop, present, monitor, and oversee the Annual Budget
- Provide services that are congruent with the Mission and Goals of the organization
- Serve on other boards and committees as necessary to gain knowledge and provide input
- Identify risks and opportunities within the organization to protect business interests
- Marketing of services to potential customers, including proposal development for new services
- Budget and negotiate new contracts for services with other entities
- Working collaboratively with the state and other entities, ensuring positive Community Relations
- Contract Management for all current services and contract development for potential services
- Ensuring proper accounting procedures and coordination of annual audit
- Directs the financial accounting and has the ability to appropriately delegate and oversee those duties
- Development of and Supervising Adherence to policies, procedures and standards
- Coordination of any building projects, including design and construction
- Keep apprised, analyze and recommend legislative changes for the good of the member counties
- Represent CIJDC at local, statewide, regional and national meetings and conferences
- Administrate all personnel matters in accordance with policy and best practices
- Supervision of Directors and Coordinators, ensuring program fidelity
- Oversee all phases of the administration of CIJDC, including being on-call 24-7
- All other duties assigned by the commission

MINIMUM QUALIFICATIONS

- Bachelor's degree: Business Management, Business Administration, Public Administration or related
- 5 plus years of related experience including supervisory experience
- Strong ability to lead, coach and develop others
- Ability to market and sell services to grow CIJDC, work a flexible schedule and travel as needed
- Excellent interpersonal skills to establish and maintain effective working relationships with all
- Experience in budget development and financial management
- Ability and proficiency in working independently
- Excellent oral and written and electronic communications skills
- Experience and Knowledge in developing policies and procedures
- Exceptional knowledge of accounting rules and regulations
- Skill in the following: Analytical Analysis, Problem Solving, Decision Making and Conflict Resolution
- Knowledge & Experience regarding the following services but not limited to: Juvenile Detention, Drug Testing, Fiscal, Employer of Record, Transportation, Evaluations, Group Services and Individual Counseling

THE PHYSICAL CONDITIONS AND NATURE OF WORK

Must be able to walk and operate an automobile as job requires travel and attendance at a variety of locations; must be able to operate various types of computers and software packages; must be able to read, comprehend, interpret, and explain various forms, documents, manuals, laws, policies and other literature; must be able to perform light to heavy lifting on an infrequent basis; must be able to work independently and maintain confidentiality regarding sensitive issues. Will have exposure to high stress situations, antagonistic interaction, and possible health risks or injury.

FLSA AND BENEFIT STATUS: Exempt, Benefits-eligible

SALARY RANGE: \$100,000 – \$150,000 commensurate with experience

BENEFITS AVAILABLE: Health, Dental, Vision, Life, IPERS, Paid Time Off

DEADLINE FOR APPLICATIONS: 10/22/2025 at noon

How to Apply:

Email Cover Letter and Resume to kstecker@kossuthcounty.iowa.gov

Kyle Stecker – Board Chair
(515) 320-3844

CIJDC is an equal opportunity employer. All persons qualified are encouraged to apply and will be considered without regard to race, creed, color, sex, sexual orientation, national origin, religion, or disability. Veterans will be given preference as required by law.