



## **Youth Detention Supervisor #01960**

### **City of Virginia Beach – Job Description**

Date of Last Revision: March 5, 2026

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** 11

### **City of Virginia Beach Organizational Mission and Values**

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Exercise general supervision over staff on an assigned shift that are responsible for the primary care, custody, and control of youth held in the detention center. Report to a Youth Detention Assistant Superintendent.

### **Representative Work Functions and Responsibilities**

- Assume responsibility for all activities and events that occur on an assigned shift; plan, organize, and direct shift operations in conjunction with the Youth Detention Senior Specialist.
- Observe, monitor, and evaluate work performance of staff on their assigned work team shift.

- Provide information and assistance to agency administration regarding personnel and administrative matters.
- Review subordinate written reports, daily unit logs, and notations on medical records; maintain effective working relationships with City officials, agencies, court services, Community Service Boards, social services, and law enforcement personnel.
- Assist in the development of in-service and orientation training programs for subordinate staff.
- Review time and attendance records of subordinate staff and act as Administrator on Duty in the absence of administrative staff.
- May perform post-dispositional duties to include screening referral and determining approval of admission to post dispositional program.
- Providing in-depth counseling to residents and families; providing case management services in coordination with five court service units, parents, and services providers.
- Perform other job duties requiring skills, knowledge, and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

## **Performance Standards**

- Ensure that the detention center is appropriately staffed for each shift and maintain a safe and secure environment.
- Staff training programs are evaluated for effectiveness in achieving goals on a continual basis and modified accordingly.
- Accurately comply, prepare, and submit required special and mandated reports and notices for compliance, utilizing control systems to include pertinent personnel and accounting practices in a timely manner.
- Thoroughly review personnel-related documents and requests with recommendations and interpretations in accordance with City and divisional policies and procedures.
- A cooperative relationship is maintained with the community agencies and organization.

## **Minimum Qualifications**

- Any combination of education and experience equivalent to a bachelor's degree from an accredited college or university with major course work in psychology, sociology, education counseling, criminal justice, or related field and four (4) years' experience working with youth; or an associate's degree and six (6) years' experience working with youth; or a high school diploma or General Education Development Certificate (GED) and eight (8) years' experience working with youth.
- CPR, First Aid, and Crisis Intervention certification.

- Must have a current and valid driver's license.

## Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.
- Must be able to work rotating shifts (days/evenings/midnights) including weekends and holidays and be available to work overtime when required to meet operational needs.
- This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel-toed shoes, hard hats, safety glasses, gloves, or other safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.
- Alpha I Status: Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City's operational status.
- Requires a current tuberculin test.
- Must pass background check.
- Successful completion of pre-employment physical.

## Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

DISCLAIMER:

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of*

*employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*