

- Assists the Metro-Miami Action Plan (MMAP) Trust in the implementation of recommended policy; formulates agency policies, and provides overall direction and coordination of agency operations
- Serves as the agency liaison to governmental and private corporate interests
- Coordinates resident input through an action committee process
- Coordinates all public relations functions; designs brochures and publications

ADMINISTRATION

- Develops the department's operating and capital budgets; administers grant funds
- Performs accounts receivable and payable functions
- Develops departmental business plans and performance measures
- Provides departmental fiscal controls by monitoring revenues and expenditures
- Performs procurement functions by administering contracts, equipment, and supplies
- Performs personnel services, including hiring and recruitment, payroll, and other personnel related functions

HOUSING ASSISTANCE PROGRAM

- Provides down payment and closing cost assistance to qualified first time low- to moderate-income home buyers
- Processes mortgage applications for affordable housing units
- Establishes partnerships with public, private sector, and financial institutions to provide housing opportunities for every low- and moderate-income homebuyer
- Provides funding for the development of affordable housing units

COMMUNITY PROGRAMS

- Coordinates development and implementation of citizen recommendations into action projects designed to reduce and/or eliminate economic and social disparities
- Serves as liaison to MMAP action committees and community forums

TEEN COURT

- Provides an alternative sanctioning program for first-time misdemeanor juvenile offenders
- Provides ethics, anti-theft, substance abuse, crime prevention, and other workshops for juveniles and adults
- Provides an opportunity for students to satisfy community service hours' requirement of Miami-Dade County Schools
- Provides training for youth to work in the capacity of defense attorney, prosecuting attorney, juror, clerk, and bailiff in Teen Court proceedings

MARTIN LUTHER KING, Jr. ACADEMY

- Provides an academic program for at-risk middle school students who have difficulties functioning in a traditional classroom setting
- Provides non-violence training, mentoring, tutoring, conflict resolution training, and social development for at-risk students
- Provides counseling for parents and students at MLK, Jr. Academy

OFFICE OF THE DIRECTOR

- Provides direction for operations and administration of the department to achieve efficient and effective service to arrested and at-risk juveniles and their families
- Establishes policy and provides long-term vision for the Juvenile Services Department (JSD)
- Provides direction for the JSD partnership with representatives from national, statewide, and local juvenile justice agencies
- Plays an integral role in the development and implementation of national, statewide, and local juvenile justice policy
- Disseminates information to the media and public
- Provides staff support for legislative initiatives at the local, state, and federal levels
- Provides support to the Guardian Ad Litem Program
- Provides quality assurance for tracking and ensuring compliance with various grant and service requirements
- Provides budgetary fiscal control and contract management

OPERATIONS

- Provides centralized booking services, shift command, and security for operation of the 24-hour / 7 day per week secured facility
- Ensures compliance with state statutes and other requirements for the processing of arrested juveniles
- Manages confidential juvenile arrest records and serves as records custodian for the department in accordance with state statutes
- Provides intake, assessment, and case management services for the continuum of diversion programs for minor to serious offenders
- Provides delinquency prevention services to serve at-risk juveniles
- Provides operations services to Juvenile Assessment Center partners, including Florida Department of Juvenile Justice, State Attorney's Office, Miami-Dade County Public Schools, and various County departments
- Ensures safety of children, visitors, and staff and safeguards rights of arrested juveniles

ADMINISTRATION

- Provides personnel, procurement, information technology, communications, records management, facility, training, and inventory control support

Juvenile Services Department