

DIRECTOR OF PROBATION III*

DISTINGUISHING FEATURES OF THE CLASS: This is professional administrative work of a complex nature involving a responsibility for planning, directing and supervising the internal operations and activities of a level III size staff of professional, administrative and clerical personnel within a Probation Department. The work also involves responsibility for decision-making with and acting as liaison to all components of the criminal and juvenile justice systems. The work is performed in accordance with established laws and regulations and under the general supervision and assistance from the New York State Division of Probation and Correctional Alternatives. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes, directs and coordinates all of the internal activities of a level III county probation agency, including but not limited to the development of departmental policies;
Reviews and analyzes current trends in probation and the potential of probation in order to develop and enhance effective correctional alternatives;
Directs the work of the agency through assignments to supervisory and administrative personnel and subsequent evaluation and direction;
Ensures the quality of diverse service delivery operations and compliance with regulations regarding same;
Develops and maintains cooperative working relationships with the courts, attorneys, police, educational and social agencies, and other components of the criminal and juvenile justice systems;
Plans and directs in-service training activities for the benefit of professional and non-professional staff and oversees the development and implementation of a staff development program;
Speaks to various service and community groups in order to provide information about probation and to develop community resources;
Develops administrative processes for case record keeping, interviewing, and probation supervision;
Oversees and participates in the preparation of a variety of reports;
Develops and oversees the department's budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of public administration, especially as it pertains to a probation department; thorough knowledge of principles underlying human behavior, growth and development; thorough knowledge of investigative, interviewing, case recording, and report preparation techniques, especially as applied to probation work; thorough knowledge of current trends and developments in the fields of probation and correction; thorough knowledge of functions and procedures of courts involved with the agency; thorough knowledge of laws and regulations governing a county probation agency; good knowledge of community organization principles and practices; ability to communicate effectively, both orally and in writing; ability to understand and interpret regulations, guidelines and laws pertaining to probation.

(over)

MINIMUM QUALIFICATIONS: A Bachelor's degree and five (5) years of managerial, administrative, or supervisory experience. Such experience shall consist of either:

- a) Direct responsibility for 25 or more professional-level employees; or
- b) Comprehensive management-related services to probation agencies, including the activities of: budget review and analysis, organizational diagnosis, agency performance assessment, program plan analysis, and/or staff development (i.e., defined as program and/or policy development).

NOTES:

1. Three (3) years of the experience described in (a) or (b), above, must have been within a probation agency.
2. A Master's degree or higher in Public Administration, Management or comparable curriculum may be substituted for no more than one (1) year of the experience in (a) or (b), above.
3. A Master's degree or higher in Probation, Criminal Justice, or comparable curriculum may be substituted for no more than one (1) year of the probation experience, described in Note #1.

PROMOTION: One (1) year of permanent competitive class status as a Deputy Director of Probation.

*Reflects retitling of Director of Probation II in accordance with New York State guidelines.