

## **PROBATION DIRECTOR (GROUP C)\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is a management level position in a Group C probation department, serving a jurisdiction, having a population greater than 300,000, and no more than 399,999. The incumbent is responsible for planning, organizing, directing, coordinating, and controlling the activities of the department in a manner which ensures the provision and maintenance of effective probation services in accordance with established laws, and regulations. The work is performed under the general oversight of the New York State Division of Criminal Justice Services, Office of Probation and Correctional Alternatives. The incumbent typically reports to the County Executive and supervision is exercised over a large number of Probation staff. A Probation Director (Group C) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may carry a firearm in the performance of his/her duties. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, organizes and supervises the activities of the probation department;  
Controls the work of the department through assignments to management and supervisory personnel and the direction and review of their performance;  
Develops and implements administrative processes, policies and procedures related to probation functions including, but not limited to intake, investigation, and reports, case management, probation supervision and graduated responses and violations of probation;  
Develops and administers a departmental budget;  
Confers with the Personnel Department regarding personnel matters and makes decisions as appropriate regarding matters including, but not limited to employee hiring, counseling, and discipline;  
Provides descriptive statistical or evaluative reports on agency operations or problems including reports to New York State Division of Criminal Justice Services, Office of Probation and Correctional Alternatives;  
Maintains systems of recordkeeping that ensure the accuracy, availability, and security of client and financial information;  
Directs the development and administration of demonstration or research grant programs;  
Confers and/or meets with heads of other state and local departments and service providers regarding the delivery of probation services;  
Conducts staff meetings to discuss program goals, objectives and performance and plan more effective and efficient operations;  
Confers and/or meets with probation directors/commissioners of other departments to advance the goals of professional probation practice;  
Confers with Deputy Probation Director (Group C) and supervisory staff to discuss and provide direction regarding departmental operations including appropriate training and staff development initiatives;  
Ensures the maintenance of case records and financial obligation records and establishes appropriate related policies;  
Confers and meets with judges, court personnel, attorneys, other law enforcement, educational and social agencies and other entities involved with probation activities to help ensure cooperative working relationships;  
Represents the department in meetings with various community groups regarding the agency's activities, disseminating information and maintaining effective relationships with community groups and resources to foster effective collaboration;  
Coordinates with county leadership to respond to media inquiries regarding probation department activities;

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May use a firearm in performing duties and exercising authority pursuant to departmental policy.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of management principles and practices; thorough knowledge of the principles and techniques of investigation, interviewing, case recording and report preparation as they apply to probation activities; thorough knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts; thorough knowledge of the principles underlying human behavior, growth and development; thorough knowledge of the specific rules and procedures related to the department; thorough knowledge of current trends and developments in the fields of probation and community corrections; thorough knowledge of methods of differential supervision of probationers, including the application of cognitive behavioral interventions and motivational techniques; thorough knowledge of effective assessment, case planning and management; thorough knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons In Need of Supervision and juvenile delinquents; thorough knowledge of juvenile and adult risk and needs assessment instructions; good knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPPA) regulations and policies relating to confidentiality of case record information; good knowledge of local government budget process; good knowledge of community resources; good knowledge of employment, training and treatment options available to probation; working knowledge of fiscal internal control principles governing financial obligations and departmental operations; ability to apply management techniques and plan, organize and direct the operations of the department; ability to plan and supervise the work of others; ability to prepare statistical and other reports; ability to establish and maintain cooperative relations with others; ability to understand and interpret complex technical written information including statutes, regulations and operational procedures; ability to communicate effectively, both orally and in writing; ability to use a firearm safely and effectively if so authorized.

**MINIMUM QUALIFICATIONS:** (For appointment to positions in the non-competitive class or when filled on an open-competitive basis): A Bachelor's degree or higher which included or was supplemented by thirty (30) credit hours in the social or behavioral sciences\*\* and two (2) years of experience as a Deputy Probation Director (Group B) or a Deputy Probation Director (Group C or D) or three (3) years of experience as a Probation Director (Group A), Deputy Probation Director (Group B), Probation Supervisor II or equivalent experience in a probation agency.

**NOTES:**

1. Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or comparable curriculum may be substituted for one (1) year of the required experience.
2. The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10.

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3. The position of Probation Director (Group C) shall be allocated to the non-competitive class as provided by Executive Law Section 257 (6) (a) in a non-NYC county with a population of more than three hundred thousand. In jurisdictions where the population is 300,000 or less the position is found in the competitive class pursuant to Executive Law Section 275 (1).

**SPECIAL REQUIREMENTS:**

1. Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30 (3).
2. Possession of a valid driver's license or the ability to otherwise meet the transportation requirements of the position.

\*This reflects a retitling of Director of Probation III in accordance with New York State guidelines.

\*\*Social science includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology, and sociology.

\*\*Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare, and vocational rehabilitation.