

DEPUTY DIRECTOR OF PROBATION

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing administrative work in acting for, and in place of, the Director of Probation. Duties involve the exercise of considerable independent judgment in assisting in formulation and administration of departmental policy. Supervision is exercised over a substantial number of probation supervisors, Probation Officers and clerical support personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts for and in place of the Director in his/her absence;
Handles the complaints and grievances of the employees, settling the grievance whenever possible and referring unresolved problems to the Director;
Acts as liaison with other public and private agencies to assure the smooth functioning of the Department;
Participates in the initiation and development of new and revised policies and procedures;
Participates in staff meetings to discuss and formulate policies, programs and procedures;
Conducts special projects or programs as assigned by the Director.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern principles, practices and procedures of public administration; comprehensive knowledge of modern management techniques; comprehensive knowledge of the purposes and potential of probation as a component of the justice system; thorough knowledge of the laws, rules, regulations and policies governing probation peace officer activities; good knowledge of the principles, practices and procedures used in developing statistical and narrative reports on agency operations; good knowledge of the principles, practices and procedures used in establishing and maintaining an effective public relations program; ability to establish program priorities and to implement policies allocating staff resources; ability to present ideas clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships with other components of the criminal justice system and public and private community groups; ability to prepare comprehensive reports; ability to supervise the work of management level employees and unit supervisors; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and seven (7) years of experience as a Probation Officer in a recognized agency adhering to acceptable standards in Probation, of which four (4) years were in a supervisory or administrative staff capacity; or
- B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree Social Work, Law, Public Administration, Criminal Justice, Sociology, or related field and six (6) years of experience as a Probation Officer in a recognized agency adhering to acceptable standards in Probation, of which three (3) years were in a supervisory or administrative staff capacity;
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.