

DIRECTOR OF PROBATION

Z025
Non-Comp.
JG XVII
RFS/jm

DISTINGUISHING FEATURES OF THE CLASS: This is a one position class found in group III and group IV county probation agencies as defined by the New York State Division of Probation. The incumbent has overall responsibility for the administration and management of the agency, including directing the internal operations and maintaining effective working relationships to ensure compliance of agency operations with all appropriate laws and rules governing the operation of probation services. Supervision is exercised over deputy directors and administrative and supervisory personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Directs internal operations of the probation agency through planning, organizing and reviewing the activities of individuals and units, including the development and dissemination of agency policies;
Directs service delivery operations of the agency through planning, organizing and reviewing the activities of the individuals and units;
Develops and administers an agency budget;
Develops and administers an agency personnel program including staff selection, evaluation, discipline and labor relations;
Provides for the development and maintenance of a program for staff development and training;
Maintains effective working relationships with components of the criminal justice system;
Maintains effective relationships with community groups and resources;
Has responsibility for providing descriptive, statistical or evaluative reports on agency operations or problems;
Maintains systems for record keeping that ensure the accuracy, availability and security of client and financial information;
Conducts agency public relations to keep interested individuals and groups aware of probation activities;
Directs the development and administration of demonstration or research grant programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and procedures of public administration; thorough knowledge of modern management techniques; thorough knowledge of the purposes and potential of probation as a component of the justice system; thorough knowledge of governmental budget process; good knowledge of the laws, rules, regulations and policies governing probation, peace officer activities, public personnel procedures and public labor relations practices; good knowledge of principles, practices and procedures used in developing statistical and narrative reports on agency operations; ability to establish program priorities and to implement policies allocating staff resources; working knowledge of principles, practices and procedures used in establishing and maintaining an effective public relations program; skill in applying management techniques; skill in administering public programs; ability to present ideas clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships with other components of criminal justice system and public and private community groups; ability to prepare comprehensive reports; ability to plan, organize and direct the operations of an agency with 50 or more professional staff, providing diverse services; ability to establish and maintain effective lines of authority and communications; ability to review programs and establish service goals and objectives; ability to supervise the work of management level employees and unit supervisors; physical condition commensurate with the demands of the position

MINIMUM QUALIFICATIONS:

Promotion

- (A) One year of permanent competitive class status in the position of deputy director, assistant director or a directly equivalent position, or
- (B) Two years of permanent competitive class status in the position of principal probation officer or a directly equivalent position.

NOTE:

The responsibilities of a directly equivalent position must substantially match the responsibilities of the specified title. A similarity in position grades or salary levels is not sufficient for the equivalency.

Non-Promotional Requirements:

Graduation from a New York State registered or regionally accredited four-year college or university with a bachelor's degree and five years of managerial experience.

Managerial experience shall include either:

- (A) Positions having direct responsibility for twenty-five or more professional employees; or
- (B) Positions providing comprehensive management related services to probation agencies including the activities of budgetary revision and analysis, organizational diagnosis, agency performance assessment, program plan analysis, and staff development programming.

Three years of the experience mentioned in (A) or (B) must have been within a probation agency.

NOTE: Completion of all requirements for a graduate degree in public administration, management or a related field may be substituted for EITHER one year of the required probation experience OR one year of the required managerial experience. In NO CASE may post-baccalaureate education be substituted for more than one year of the above-required experience.

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