

DEPARTMENT: PROBATION
CLASSIFICATION: COMPETITIVE
APPROVED: 5/29/73

FLSA Status: Exempt/Executive 1/4/2010

PROBATION DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS: The duties of this class involve responsibility for planning, organizing, and directing the activities of a probation agency having a professional staff of between 6 and 35 probation officers at various levels and a number of clerical and administrative employees. A Probation Director II is responsible for providing and maintaining effective probation services in accordance with established laws and regulations and receives general supervision and assistance from the State Division of Probation. Is responsible for the operation of Group II probation agency. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, organizes, and supervises the activities of the probation agency;
2. Controls the work of the agency through assignments to supervisory personnel and direction and review of their performance;
3. Conducts staff meetings to discuss overall program and to plan more effective and efficient operating methods;
4. Builds cooperative working relationships with judges, court personnel, attorneys, police, educational and social agencies, and others concerned with the activities of the agency;
5. Plans and supervises training of staff;
6. Speaks to various community groups about the work of the agency and, in other ways disseminates information to the public;
7. Develops and implements administrative processes for intake, investigation, report preparation, case record-keeping, probation supervision, and declaration of delinquency;
8. Oversees the maintenance of clerical financial records, and the preparation of budgets and required reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern management principles and practices; thorough knowledge of principles underlying human behavior, growth, and development; thorough knowledge of investigative, interviewing, case recording, and report preparation techniques 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 pertaining to probation work; thorough knowledge of community organization principles and practices; ability to gain the confidence and cooperation of others; emotional maturity; resourcefulness and initiative.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: 1. One (1) year of permanent service as a Deputy Director II;

OR: 2. Two (2) years of permanent service as a Probation Supervisor.

OPEN-COMPETITIVE:

1. Three (3) years of experience in a supervisory or administrative position in a probation agency.