

Probation Director (Group B) (Promotional) Tompkins County

Department: Probation Department

Classification: Competitive

Labor Grade: Management Grade 90

Approved: February 7, 1961

Revised: 1/74; 11/90; 6/91; 10/05; 2/08; 6/10; 5/13; 10/16

By: HH, Commissioner of Personnel

QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:

Admission to the departmental examination will be limited to current employees of the Tompkins County Probation Department. Applicants must currently hold, and have continuously held at least one year of permanent and/or contingent permanent competitive class status in the the title of Deputy Probation Director II (Group B) **OR** must currently hold, and have continuously held at least two years of permanent and/or contingent permanent competitive class status in the the title of Probation Supervisor

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

1. The employee must possess a valid New York State Drivers License at the time of appointment and maintain such license for the duration of employment.
2. This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent in this class is responsible for the operation of a Group II probation agency. 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, receives administrative supervision for the County Administrator and general supervision and assist-ance from the State Division of Probation. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Plans, organizes and supervises the activities of the probation agency;
- Controls the work of the agency through assignments to supervisory personnel and direction and review of their performance;
- Conducts staff meetings to discuss overall program and to plan more effective and efficient operating methods;
- Builds cooperative working relationships with judges, court personnel, attorneys, police, educational and social agencies, and others concerned with the activities of the agency;
- Plans and supervises training of staff;
- Participates in the community's efforts to deal with the prevention and control of crime and delinquency;
- Conducts interviews of probation staff and makes the final decision in hiring and making appointments;
- Collaborates with other Department Heads/Departments in areas of mutual interest by attending department/cabinet meetings on a monthly basis;
- Sits on the Criminal Justice Alternatives to Incarceration Board (CJATI) and other legislative committees as required;
- Speaks to various community groups about the work of the agency and, in other ways, disseminates information to the public;
- Develops and implements administrative processes for intake, investigation, report preparation, case record-keeping, probation supervision and declarations of delinquency;
- Prepares statistical reports of the legislature or other organizations, as requested;
- Oversees the maintenance of clerical and financial records, and the preparation of budgets and required reports.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of current trends and developments in the fields of probation and corrections;
- 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, corrections and evidenced based programs;
- Thorough knowledge of functions and procedures of courts involves with the agency;
- Thorough knowledge of laws and regulations pertaining to probation work;
- Thorough knowledge of community organization principles and practices;
- Thorough knowledge of computer systems as a tool for planning and evaluating programs and as a conveyor of management information from and to the state;
- Thorough knowledge in the running of a diverse system of graduated sanctions, including multiple drug treatment courts (and other specialty treatment courts such as the Integrated Domestic Violence Court, a Sex Offender Court and Mental Health Treatment Court), a Day Reporting Program, multiple Adult and Juvenile Community Service Programmes, etc.;
- Thorough knowledge and familiarity with Social Service systems sufficient to enable the blending of services to families where appropriate and the formation and delivery of seamless service systems ;
- Thorough knowledge of and familiarity with educational systems sufficient to enable the integration of probation services into various elementary and secondary school districts in conjunction with Social and Mental Health Services;
- Thorough knowledge of Parole and correctional systems vis-à-vis the integration of parolees into community programs offered to probationers and overseen by the Probation Department;
- Ability to gain the confidence and cooperation of others;
- Emotion maturity, resourcefulness and initiative are required;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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