

PROBATION DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS: This is the highest level management position in a probation department. 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 chief executive officer of the county. . A Probation Director is a Peace Officer pursuant to Criminal Procedure Law, section 2.10 and may carry a firearm in the performance of his/her duties. Coordination of County's Special Traffic Options Program (STOP) with agencies, municipal departments and community organizations to reduce alcohol and drug related injuries and fatalities by improving law enforcement and adjudication and promoting traffic safety education and driver rehabilitation under rules and regulation of §1197 of the Vehicle and Traffic Safety Law. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) 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 operation 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; 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; Oversees the maintenance of clerical and financial records, and the preparation of budgets and required reports; 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 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; Working knowledge of firearm safety; Skill in the use of firearms where authorized; Ability to understand and interpret written technical information including statutes, regulations and operational procedures to ensure effective practice and departmental compliance; Ability to gain the confidence and cooperation of others; Emotional maturity; Resourcefulness and initiative.

MINIMUM QUALIFICATIONS:

PROMOTION: Two years permanent status as a Supervising Probation Officer or four years permanent status as a Senior Probation Officer.

OPEN COMPETITIVE:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher including or supplemented by thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience as a Supervising Probation Officer; or four (4) years of experience as a Senior Probation Officer.

NOTE: Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

Special Requirement: Possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

NOTE: A valid New York State driver's license is required at time of appointment and maintained during employment.

NOTE: **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.

NOTE: Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedures Law, Section 2.30(3).

Adopted 7/23/98

Revised 9/11/07; 2/8/18