

COUNTY OF SOLANO

ASSISTANT PROBATION DIRECTOR

Rev. 02/05

DEFINITION

Under general direction, plans, organizes and manages the operations of the Probation Department; assists the Probation Director in conducting the affairs of the department; serves as a member of the department's senior management team.

CLASS CHARACTERISTICS

This class describes an Assistant Department Head position which handles the details of day-to-day departmental administration. Duties and responsibilities cover the entire departmental operation and are delegated by the Probation Director through both general and specific instructions. Incumbent performs both assigned and independent staff work making recommendations to the Department Head in the development of overall operational policies. The incumbent gives policy guidance and interpretation to division managers.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Confers with subordinate and management staff regarding policies, problems, planning and other management issues; evaluates subordinate staff; makes hiring and disciplinary recommendations; coordinates the day-to-day activities of the various departmental divisions.

Attends staff, committee, court, and other agency meetings and conferences to provide assistance to the Department Head and make recommendations on subjects under discussion.

Reviews incoming correspondence, memoranda, reports and similar material for the purpose of determining the action required or for making recommendations to the Department Head; initiates research and special studies in needed areas and prepares reports with recommendations for corrective action.

Acts as Probation Director in the absence of same; assists in budget preparation, justification and expenditure control.

May be assigned other managerial/administrative/supervisory duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Thorough knowledge of the Criminal Justice system and the laws governing the same; principles and practices of management and administration of a County Probation Department; budget preparation and administration, public personnel administration; effective supervisor practices.

Working knowledge of the sources of information related to the resources available to assist in proper, progressive management of a County Probation Department.

Ability to:

Ability to plan, organize and direct the work of others; establish and communicate goals and objectives and guide staff toward accomplishment of same; write clear and concise reports, directives and correspondence; develop comprehensive and operational plans from general instructions; communicate effectively with judges, attorneys and elected officials and members of the general public; establish and maintain effective working relationships with other County staff and Probation Department management staff; plan and prepare the departmental budget; monitor and audit departmental productivity by analyzing caseload statistics.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Three (3) years of experience no lower than Probation Services Manager or equivalent.

Education/Training:

Bachelor's degree is required from an accredited college or university, preferably in Social Sciences, Management or related field.

SPECIAL REQUIREMENTS

Possession of a Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Incumbents must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.

Independent travel may be required.

Incumbents of this class have limited Peace Officer powers as delineated in the California Penal Code and must therefore meet training requirements in accordance with Penal Code Section 832.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness.

Director of Human Resources

Chief Probation Officer

Established Date: September 1986

Revised Date: February 2005