

## **COUNTY OF SOLANO**

### **PROBATION SERVICES MANAGER**

#### **DEFINITION**

Plans, organizes and directs the operations of a Probation Field or Institutional Services Division of the County Probation Department; implements changes in policy and/or procedure as needed; coordinates staff development, training, personnel actions and division team problem solving; serves as a member of the department's management team; represents the department on outside task forces and committees.

#### **CLASS CHARACTERISTICS**

This is a management level class, which oversees court services and juvenile/adult offender probation supervision or serves as the Assistant Superintendent of Juvenile Institutions. This class is distinguished from Chief Deputy Probation Officer and Superintendent of Juvenile Institutions as the latter two are executive management and have greater overall responsibilities for departmental operations and support functions.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Chief Deputy Probation Officer or Superintendent of Juvenile Institutions.

Exercises supervision over assigned professional and support staff.

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

Plans and organizes the work of the division by developing operational policy recommendations, managing workload and resources, developing and implementing standards, and arranging training; develops training materials for staff.

Supervises subordinate supervisory, professional and support staff; evaluates performance relative to implementation of departmental policy and objectives; participates in and provides recommendation concerning selection, promotion, discipline, and salary administration actions; conducts training; counsels and advises subordinates.

Develops, plans and coordinates the implementation of new programs; establishes time lines and parameters for programs; establishes and implement program evaluation procedures.

Communicates management information to subordinates and provides staff input to top management; conducts meetings to gather information and input and present program information.

Performs related administrative tasks; establishes, monitors and reviews budgets; authorizes and tracks expenditures; approves and signs invoices and contracts; analyzes data collected; writes policies and procedures; conducts, attends and participates in various meetings.

Coordinates, manages, oversees and supervises grant programs and entitlements; writes grant applications and modifications; implements grant funded programs; reviews related budgets; authorizes expenditure of funds; participates in and responds to audit reviews; communicates with grant representatives; trains and monitors activities of supervisors in charge of grant programs; collects and analyzes statistics and data on grants; monitors compliance with grant contracts; writes and prepares related reports and documents; attends related meetings.

Maintains working relationships with staff of outside agencies that impact on field or juvenile institutions operations; meets and consults with judges, community based organizations and other providers; develops and advocates community resources with other agencies.

May be assigned additional managerial or administrative duties.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Effective counseling methods and personality theory.

Formal methods of problem solving.

Organizational development and change.

General knowledge of Title 15 and the California Penal and Welfare and Institutions Codes

County policies and court directives.

Program development and implementation.

Budgeting and financial management.

Civil service regulations.

Public personnel administration including recruitment, selection, training, discipline, promotion, transfer and discharge activities.

Grant funded programs and requirements.

#### **Skills to:**

Utilize basic automation, office and audio-visual equipment.

**Ability to:**

Communicate effectively both verbally and in writing.

Train, supervise, support, develop and evaluate the performance of staff.

Effectively manage a demanding workload.

Plan, organize, set and meet objectives.

Manage and/or participate effectively in varied group situations.

Manage conflict.

Analyze and assess problems.

Plan organizational changes.

Conduct and participate in effective meetings.

Develop and implement various programs and activities.

Prepare and present a variety of training programs and activities.

Research, obtain and manage grant-funded programs ensuring compliance with grant requirements.

**Experience and Education/Training**

**Experience:**

Four (4) years of experience as a Deputy Probation Officer (Supervising) or Group Counselor (Supervising) or equivalent.

**Education/Training:**

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

**SPECIAL REQUIREMENTS**

Possession of or ability to obtain a valid Class C California driver's license.

Completion of Section 832 California Penal Code training is required.

Possession of Probation Officer or Group Counselor Core Course Certificate, and Supervisor Core Course Certificate. A Manager/Administrator Core Course Certificate must be obtained as a condition of passing probation.

**SUPPLEMENTAL INFORMATION**

Independent travel may be required.

In accordance with Title 15, Division 1 of the California Administration Code, incumbents must complete annual training.

**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:** Some tasks require visual perception and discrimination. Some tasks require written and oral communications ability.

**Environmental Factors:** Requires the ability to work under conditions where there is a moderate degree of exposure to environmental factors posing a risk of injury or illness. Work includes exposure to potentially hostile or irate people.

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Director of Human Resources

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Director of Probation

**Revised Date:** January 2005

**BOS Date:** June 30, 2005