

COUNTY OF SOLANO

ASSISTANT PROBATION DIRECTOR

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:

1. 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.
2. Attends staff, committee, court, and other agency meetings and conferences to provide assistance to the Department Head and make recommendations on subjects under discussion.
3. 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.
4. Acts as Probation Director in the absence of same; assists in budget preparation, justification and expenditure control.
5. May be assigned other managerial/administrative/supervisory duties as required.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Progressively responsible professional probation services which included supervising and management responsibility which demonstrates possession of and competency in requisite knowledge and abilities.

KNOWLEDGE/ABILITIES

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 supervisory 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 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.

SPECIAL REQUIREMENTS

In accordance with Title 15, Division 1 of the California Administrative Code, the Chief Deputy Probation Officer must successfully complete 40 hours of in-service training each calendar year.

SUPPLEMENTAL INFORMATION

Independent travel is 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.