

COUNTY OF SOLANO

DIRECTOR OF PROBATION

DEFINITION

Under administrative direction, plans, organizes and directs the County Probation Department; serves as a member of the County's top management team.

CLASS CHARACTERISTICS

This class is characterized by the responsibility for coordinating and administering the County Probation Services Department. Work is performed under the general policy guidance of the presiding juvenile court judge in accordance with State law governing the juvenile and adult court/probation system.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans, organizes and directs the operations of the Probation Services Department; reviews, approves and submits budget requests and controls expenditures; develops departmental policies; provides direction to and oversees the Department's management staff; serves as appointing authority; evaluates departmental planning and programs.
2. Coordinates departmental activities with those of other County departments, and independent private and public agencies; represents the Probation Department before various public and private bodies; explains new and revised probation laws and programs to lay and professional groups.
3. Provides professional advice and assistance to court judges and various other groups and agencies; coordinates the interests of the public, the Criminal Justice system, and the Department with those of adult and juvenile offenders to encourage the ultimate rehabilitation of those offenders.
4. May be assigned other managerial/administrative duties; may participate in groups addressing policy or procedures which cross departmental lines or have a County-wide impact.

EXAMPLES OF DUTIES (Continued)

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Progressively responsible probation experience at a Division Head level or higher; or any equivalent combination of education, experience and training which demonstrates the required knowledge and abilities.

KNOWLEDGE/ABILITIES

Extensive knowledge of the principles and practices of Probation services management and the Criminal Justice systems.

Thorough knowledge of the philosophy underlining the laws and regulations pertaining to the Criminal Justice system and Probation; management, budgeting and public personnel practices; public information practices.

Ability to administer Probation Department programs in accordance with modern practices and standards; analyze difficult organizational or operational problems and develop a positive course of action; maintain cooperative working relationships with judges, elected officials, other Department Heads and members of the general public; constructively represent the Courts and the County while conducting a wide variety of Public Relations activities; work effectively with the media and speak to large and small groups; establish and guide Department policies; prepare an annual budget and control expenditures; demonstrate professional judgment.

SPECIAL REQUIREMENTS

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

SUPPLEMENTAL INFORMATION

Independent travel is required.

In accordance with Title 15, Division 1 of the California Administrative Code, incumbent must complete annual training and completion of Section 832 Penal Code training is required.