

ASSISTANT DIRECTOR OF PROBATION

Duties and Responsibilities

This is a management class of positions. Incumbent also performs related work.

Under executive direction, with very wide latitude for the exercise of independent initiative and judgment, has primary responsibility for the activities of a major functional unit of the Department of Probation and serves as the Assistant Commissioner for the entire responsibility area under a Deputy Commissioner and/or Associate Commissioner.

Participates in the formulation and implementation of the agency policies impacting on the area of operation; recommends changes in policies and procedures as deemed necessary; directs the work of managerial, professional and support staff responsible for the operations of the functional unit, including setting goals, objectives and priorities, allocating resources, including personnel, for the most effective utilization and establishing and maintaining controls; coordinates the activities of the unit with other organizational units of the agency, as necessary; and where appropriate, may assume the duties and responsibilities of the superior in that person's temporary absence.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time paid experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work or related field, at least 18 months of which must have been in a responsible supervisory, administrative or consultative capacity performing activities related to the duties of the position; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have at least 18 months of experience in an administrative, managerial, executive, consultative or executive capacity or supervising personnel performing activities related to the duties of the position.

Lines of Promotion

None. This class of positions is in the Non-Competitive Class.