

EXECUTIVE DIRECTOR OF SPECIAL PROBATION PROGRAMS

Duties and Responsibilities

This is a management class of positions.

Under executive direction of the Deputy Director of Probation the Executive Director of Special Probation Programs with wide latitude for the exercise of independent initiative and judgment, is responsible for the administration and direction of programs for probationers. Develops and implements departmental policies relating to the management and delivery of probation services and programs; interprets policies, rules and regulations regarding such services and programs to agency staff and State oversight agencies as well as to other components of the criminal justice system, including but not limited to the courts, the criminal justice coordinators, prosecutors, defense attorneys and various social work and community organizations; maintains liaison with judges, district attorneys, defense counsel, the Department of Corrections and other city agencies dealing with law enforcement, social services and budget; develops and implements pilot projects to improve monitoring of probationers and provide improved services in such areas as treatment, counseling, employment and education. All personnel perform related work.

Qualification Requirements

1. A baccalaureate degree from an accredited college with a minimum of 30 credits in the social or behavioral sciences, plus five years of full-time experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric social work or related field, at least 18 months of which must have been in an administrative, managerial, or executive capacity or in supervising personnel performing activities related to the duties of the position; or
2. A satisfactory equivalent combination of education and experience. A graduate degree from an accredited institution in social work, law, sociology, psychology, criminology, education, public administration or a related field may be substituted for general experience on a year for year basis up to a maximum of two years. However, all candidates must have a baccalaureate degree with a

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Qualification Requirements (continued)

minimum of 30 credits in the social or behavioral sciences and at least 18 months of satisfactory experience in an administrative, managerial, executive capacity or in 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.