

**EXECUTIVE DIRECTOR OF ADMINISTRATION**  
**(DEPARTMENT OF PROBATION)**

**Duties and Responsibilities**

Under executive direction of the Commissioner and First Deputy Commissioner, with the widest latitude for the exercise of independent initiative and judgment, is responsible for administrative management and direction of the accounting, budgetary, fiscal, personnel, employee assistance, labor relations, equal employment opportunity, payroll, purchasing and revenue programs, as well as the training, community affairs, operations review, research, planning and electronic data processing programs, of the Citywide Department of Probation. Plans, formulates and executes policies and procedures; advises and renders assistance to the Commissioner's, deputies and assistants on administrative matters; directs the procurement and purchasing of all supplies, furniture, equipment and office services for the agency as well as the timely payments related thereto, including rentals for leased properties; directs the agency revenue activities to secure reimbursements to the City from various funding sources; represents the department in its contacts with a variety of City, State and Federal departments and agencies; performs related executive and administrative duties as required.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and four years of full-time experience in a governmental agency, business firm, civic or educational institution, directing or assisting in the direction of one or more major areas of administration (such as budget, personnel, purchasing) in a large organizational segment, or conducting related complex management studies and analyses, or performing an appropriate combination of these duties, at least 18 months of which must have been in an administrative, managerial, consultative, executive or supervisory capacity; or

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2. A satisfactory equivalent combination of education and experience. However, all candidates must have the 18 months of experience in an administrative, managerial, consultative, executive or supervisory capacity as described in "1" above.

**Lines of Promotion**

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