

## **CHIEF PROBATION OFFICER**

### **The Position:**

The Inyo County Superior Court and the Inyo County Board of Supervisors share responsibility for appointment of the Chief Probation Officer. A formal Memorandum of Understanding, executed in 2003, controls the relationship between the Court, Board and the Chief Probation Officer.

The Chief Probation Officer is a department head level position and as such the Chief is a member of the County Management team. Under policy and administrative direction of the Court, Board and County Administrator, the Chief plans, organizes, administers and evaluates the programs and services of the Probation Department and performs related work as required.

### **Distinguishing Characteristics:**

The Chief Probation Officer is the administrative head of the Probation Department. The incumbent provides oversight and direction of the Juvenile and Adult divisions of the Probation Department as well as Inyo County Juvenile Center operations, in accordance with State, Federal and Local law, guidelines and regulations.

Areas of responsibility include: providing leadership and long term strategic and program planning, development and implementation of departmental policy and goals, administration and oversight of the department's personnel and budget. Current Budget is 3.2 million dollars. There are 43 employees in the Department.

### **Essential Duties:**

In consultation with the Superior Court and County Administration, directs the implementation of departmental goals, objectives, policies, procedures and work standards. Determines and recommends plans for new services and programs as well as changes to methods or levels of service delivery; analyses and evaluates program results; directs the preparation of the departmental budgets, recommends adjustments and provides oversight of expenditures. Organizes, administers, reviews and evaluates the work of department personnel through subordinate levels of management. Coordinates departmental programs, plans and operations between other County Departments and Justice System partners. Represents the department to the Board, Court, local law enforcement, Boards and Commissions. Evaluates and recommends responses to new legislation and regulations. Ensures departmental compliance with State, Federal and Local law, regulation and direction.

**Minimum Qualifications:**

Any combination of education and relevant experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to acquire this knowledge, skills and abilities would be:

Education: Graduation from an accredited four year college or university with major work in criminal justice, public administration, social services, psychology, or closely related field.

Experience: Five years of increasingly responsible experience in Probation work, with at least three years in a management/administrative position.

License: Possession of a valid California drivers license issued by California DMV.

Peace Officer requirements: Must be at least 18 years of age, a U.S. citizen or permanent resident alien that has applied for citizenship. Must not have been convicted of a felony. Other, lesser convictions will be considered to determine fitness for the position.

Physical/Psychological/Background evaluation: Must submit to medical/psychological exam upon conditional offer of employment. Must complete and pass a thorough background clearance.

Special Requirements: 1) ability to work a flexible schedule, travel within and outside the County 2) possess and maintain required S.T.C training certificates and training.

**Knowledge of:**

Current developments, principles and methods of County probation administration; strategic planning and goal setting; program planning, implementation and evaluation; effective personnel management, evaluation, discipline, and team building; fiscal management and budgeting in a public sector setting; funding sources and entities in the public and private sector; legislative process, laws and regulations affecting Probation Department operations.

**Ability to:**

Plan, organize, administer, review and evaluate the work of management, professional, and support staff; apply, and evaluate complex criminal justice programs and related legislation, rules, policies and regulations; integrate services provided for the Courts and with other County departments, public and private service providers; select motivate and evaluate staff, provide training and coaching; prepare and administer budget, prepare clear and

concise reports, correspondence and policy directives; exhibit highly refined interpersonal skills, using tact, patience, courtesy and respect; exhibit strong initiative, integrity, sound judgment and appropriate independence, be a problem solver who considers alternatives before making sound decisions.