

COMMISSIONER - PROBATION

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the County Executive and in consultation with the New York State Department of Probation, an incumbent of this class is responsible for planning, organizing, staffing and directing the activities of the Westchester County Department of Probation. The Commissioner is responsible for establishing and administering policies and procedures for the effective operation of probation services in the County in accordance with established laws and regulations, and for the care and custody of juveniles remanded by the Family Court for secure detention. Program direction is exercised through a number of senior level administrative and supervisory personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs internal operations of the probation agency through planning, organizing and reviewing the activities of district offices and their respective personnel;

Develops and implements departmental policies and procedures and ensures appropriate dissemination of information to agency staff;

Provides investigative services for all units within the County, which includes family, county, supreme, surrogate and magistrate's courts;

Directs service delivery operations of the agency through planning, organizing and reviewing the activities of district offices and their respective personnel;

Develops and administers an agency budget;

Develops and administers an agency personnel program including staff selection, evaluation, discipline and labor relations;

Provides for the development and maintenance of a program to ensure staff development and training;

Establishes and maintains effective working relationships with components of the criminal justice system to aid in the effective delivery of services;

Establishes and maintains effective working relationships with community groups and develops community resources to enhance probation services;

Ensures the maintenance of recordkeeping systems for client case records and general data to provide descriptive, statistical or evaluative reports on department operations;

Conducts agency public relations to keep interested individuals and groups aware of probation activities;

Directs the development and administration of demonstration or research grant programs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and procedures of Public Administration; thorough knowledge of modern management techniques; thorough knowledge of the purposes and potential of probation as a component of the justice system; thorough knowledge of governmental budget process; good knowledge of the laws, rules, regulations and policies governing probation, peace officer activities, public personnel procedures and public labor relations practices; good knowledge of principles, practices and procedures used in developing statistical and narrative reports on agency operations; ability to establish program priorities and to implement policies allocating staff resources; working knowledge of principles, practices and procedures used in establishing and maintaining an effective public relations program; skill in applying management techniques; skill in administering public programs; ability to present ideas clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships with other components of criminal justice system and public and private community groups; ability to prepare comprehensive reports; ability to plan, organize and direct the operations of an agency with 50 or more professional staff, providing diverse services; ability to establish and maintain effective lines of authority and communications; ability to review programs and establish service goals and objectives; ability to supervise the work of management level employees and unit supervisors; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) five years of managerial experience defined as either direct responsibility for twenty-five or more professional employees, or providing comprehensive management related services to probation agencies including the activities of: budgeting review and analysis, organizational diagnosis, agency performance assessment, program plan analysis, and staff development programming, provided that three years of the aforementioned experience must have been within a probation agency or (b) a graduate degree* in public administration, management or related field may be substituted for one year of the managerial experience specified in (a) above or (c) a graduate degree* in probation studies, criminal justice or related field may be substituted for one year of the above experience within a probation agency or (d) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.