

Class Concept

Managerial position that will plan, manage and coordinate administrative and programmatic operations for probation/parole and special community correction programs for a large and high profile Judicial District of six to nine units. Position manages the more complex situations and public relations by interacting with community representatives and making presentations concerning Community Corrections programs to fully utilizing available resources for the rehabilitation of offenders while promoting protection of the community.

Position manages the operations, personnel, and fiscal accountability of their assigned district, and is responsible for managing a staff of 75-125 more employees. Position provides leadership to the front line supervisors in the district offices. Employees are accountable for the appropriate application of all personnel policies and procedures including retirement, benefits, performance evaluations, disciplinary actions, grievances, investigations, time/leave recording, and staff development.

Employees regularly analyze operational data to assure sanction compliance by staff and determine trends in offender caseloads. Based upon the data, the employee develops appropriate staffing plans to meet offender needs within the district. Responsible for local office leases, fiscal management within established district budget, inventory management and plant operations.

Recruitment Standards

Knowledge, Skills, and Abilities:

- Thorough knowledge of community corrections objectives, techniques and regulations.
- Thorough knowledge of division personnel policies and procedures.
- Thorough understanding of criminogenic behavior and related offender supervision techniques.
- Thorough Knowledge of services available to offenders from private and public providers.
- Ability to plan, administer and coordinate community correction activities within assigned district.
- Ability to delegate complex assignments to professional and clerical staff and to evaluate their work.
- Ability to establish and maintain effective working relationships with court officials, law enforcement officers, community agencies, the general public and co-workers.
- Ability to express oneself clearly in oral and written form.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and four years of experience in either of the following roles: probation/parole officer or corrections administrator in a technical or administrative capacity involving the application and interpretation of policies and the development of procedures in assigned area. In addition, two years of experience is required in any of the following roles: chief probation and parole officer, assistant judicial district manager, judicial district manager or senior corrections administrator in a consultative capacity; or an equivalent combination of education and experience.