

CHIEF ADMINISTRATOR – PROBATION

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class serves as part of the Probation Department's executive management team; responsible for directing and participating in the development, implementation and modification of policies, procedures and protocols for the overall administration of departmental operations. Responsibilities include managing the departmental divisions of Finance and Administration; Planning and Research, and Information Technology, as well as maintaining frequent and substantial liaison with the Probation Advisory Board and the Advisory Council on Criminal Justice. This position serves as a liaison to the District Attorney's Office and the Criminal and Family courts on all matters pertaining to administrative operations, ensuring effective communication between agencies. This class differs from the Deputy Commissioner of Probation in that supervision is not exercised over Peace Officers, but rather, this position maintains responsibility for the administration of overall organizational policies. Supervision is exercised over a large number of professional and programmatic staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs department-wide activities on behalf of the Commissioner on all matters relating to the administration and implementation of policies and procedures; maintains frequent contact with all division managers to keep abreast of any issues in need of addressing and to ensure the effective communication and dissemination of organizational protocols;

Directs financial and budgetary activities by prioritizing assignments; developing and implementing department-wide cost and financial controls, performance management and reporting systems; oversees professional staff to ensure that accounting systems and procedures are accurately capturing and reporting data to the Department of Finance and the Budget Office;

Participates as part of the department's executive team in the development of the department's annual budget; reviews budgetary allocations throughout the year to ensure expenses remain under control and within budgetary constraints;

Direct planning, research and staff development activities by supervising and participating in formulating short and long-term strategies relating to grants and contract management; coordinating research activities by engaging specialists in various departmental units to investigate proposed initiatives, and by ensuring training standards are maintained and effectively tracked by the appropriate staff;

Keeps abreast of changes in laws, rules and regulations in the criminal justice field to effectively incorporate any changes into short and long-term strategic planning initiatives;

Supervises the administration of grants and contracts to ensure relevant and worthy opportunities are vigorously and effectively sought; that contracts are executed according to specified terms, and by ensuring documentation required for state and/or federal reimbursement is secured in a timely matter;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Directs the Human Resources function of the department, including the administration of payroll activities, by supervising appropriate staff and monitoring the department's onboarding and payroll processes to ensure adherence to established County-wide policies and procedures and to ensure efficiency of operations;

Coordinates the department's Information Technology efforts to ensure effective coordination with the Department of Information Technology in the support of existing systems; pursues initiatives to further integrate information emanating from the various segments of the department;

Serves as the department's primary liaison to the Criminal Justice Council to assist in action plans relating to alternatives to incarceration; development of strategies to reduce overcrowding in our correctional system, and in the implementation of programs to accomplish these objectives;

As designated by the Commissioner, serves as the department's primary representative in working with the members of the Probation Advisory Board to address community concerns relating to overall public safety, reducing recidivism and in preventing overcrowding in the County's penitentiary system;

Serves as the Commissioner's representative at seminars, meetings and conferences, as needed;

Uses computer applications and other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of criminal justice management and public administration; thorough knowledge of the laws, regulations, trends and developments in the probation field; thorough knowledge of the functions and procedures of courts and correction facilities involved with the work of the Department; thorough knowledge of administrative control processes associated with budget preparation/monitoring, personnel, purchasing, etc.; thorough knowledge of the principles of administrative supervision; ability to assign and instruct staff engaged in research activities and supervise the performance of their work; ability to prepare and present reports at professional meetings and to speak before lay and professional groups; ability to establish and maintain effective relationships with related officials and members of the community, ability to prepare clear, accurate and informative reports of department activities containing findings, conclusions and recommendations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the integrity; initiative; sound judgment; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and eight (8) years of criminal justice and/or legal experience in a non-profit or public agency involved with serving disadvantaged clients within the criminal justice system, five (5) years of which must have been in a supervisory capacity.

SUBSTITUTIONS: A Master's Degree* in Criminal Justice may be substituted for one year of the above experience, exclusive of the specialized experience. A Juris Doctorate Degree* may be substituted for two years of the above experience, exclusive of the specialized experience.

SPECIAL REQUIREMENT: Must possess a valid driver's license to operate a motor vehicle in the state of New York.

*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 Education Department as a post-secondary, degree-granting institution.