

DEPUTY COMMISSIONER - PROBATION

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Commissioner of Probation, the incumbent of this class directs and supervises department staff and assists in the overall management and administration of the department. Duties and responsibilities are carried out in accordance with the codes, rules and regulations of the New York State Division of Probation and Correctional Alternatives and applicable federal, state and local laws. Responsibilities include planning, organizing, developing and implementing departmental programs and activities, and managing the day-to-day operations of the department through supervision of senior level administrative and program staff. Consistent with the provisions of the Westchester County Charter, this position is authorized to act generally for and on behalf of the Commissioner. In the absence of the Commissioner, the Deputy assumes full departmental responsibility. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for the Commissioner in his/her absence and represents him/her in an official capacity, as required, on all departmental matters and at local, state and professional meetings;

Assists the Commissioner in the formulation and implementation of agency policies, procedures, and initiatives;

Assists the Commissioner in planning, organizing, directing and coordinating the activities of the Probation Department;

Interprets policy directives and probation laws, rules and regulations to insure operational consistency;

Consults with and directs top managerial staff regarding administrative functions such as budgeting, financial processing and oversight, personnel administration, etc.;

Reviews programs and activities and evaluates their administration, objectives, effectiveness, efficiency, and suitability to current conditions;

Reviews department grant initiatives in consultation with the Executive staff;

Supervises the preparation and monitoring of the Department's operating and capital budgets;

Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on matters of common interest;

Acts as the liaison between the Probation Department and the Budget Office, County Attorney, and Counsel for the NYS Division of Probations and Correctional Alternatives;

Coordinates departmental public relations initiatives;

Participates in community efforts dealing with the prevention and control of crime and delinquency;

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

Prepares correspondence, reports and presentations for the Commissioner for use within the county and with outside agencies;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and procedures of public administration and management; thorough knowledge of probation and social case work principles; 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; skill in the use of computer applications such as spreadsheets, word processing, e-mail, and database software; ability to oversee the varied aspects of managing a professional unit of government; ability to establish and maintain effective public relations; ability to plan, coordinate, supervise and evaluate the work of others including subordinate supervisors; ability to present ideas clearly and effectively, both orally and in writing; ability to prepare comprehensive reports; initiative; tact; integrity; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* or equivalency diploma which included or was supplemented by thirty (30) credits* in the social, behavioral sciences or a related field and seven (7) years of experience in an administrative, managerial or supervisory capacity, in a level-D New York State Probation Agency or equivalent, three (3) years of which must have been in the supervision of probation officers, and which must have also included responsibility for directing component programs on an agency-wide basis through subordinate supervisors in a probation agency providing social rehabilitation services.

*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.

DEFINITION: Level-D refers to a New York State Probation Agency which serves a jurisdiction having a population that exceeds 400,000.