

## DIRECTOR OF PROGRAM DEVELOPMENT I (COMMUNITY SERVICE PROBATION)

GENERAL STATEMENT OF DUTIES: Directs the development and operation of the community service program of the Department of Probation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Probation this class is responsible for the development, administration and operation of the department's community service program which is intended to enhance the tools available to the professional probation staff, thereby providing alternatives to incarceration. An incumbent of this class must possess good managerial, organizational and administrative skills in order to design, implement and operate the program. In addition, excellent communication skills are a prerequisite to insure the program can attain the support required of the judiciary, prosecutors, police, business community and the general public. Supervision is exercised over a small professional and clerical support staff and technical advice and assistance is provided to professional probation staff, the judiciary, District Attorney and police personnel with regard to program activities.

### EXAMPLES OF WORK: (Illustrative Only)

Formulates and recommends program design, policies and procedures;

Develops and directs implementation of criteria for screening offenders and determining suitability for program participation;

Develops and directs implementation of criteria and guidelines for job site selection, client supervision and reporting mechanisms;

Develops and directs implementation of program monitoring and evaluation guidelines insuring close oversight is maintained;

Explains and instructs professional probation staff in program guidelines, procedures, components and operations;

Designs and delivers presentations about the program to judges, prosecutors and police to gain their understanding and active support;

Establishes contact with the media, business community, nonprofit and governmental agencies who are interested in establishing alternatives to incarceration and participating in the program;

Discusses and agrees with judges on community service jail time scale;

May supervise daily work crew of program participants performing community service work;

Determines program liability insurance requirements in conjunction with the Director of Risk Management;

EXAMPLES OF WORK: (Illustrative Only) (Continue)

Responds to periodic requests for reports from funding sources;

Keeps program advisory board aware of operations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the criminal justice system, particularly probation and other alternative sentencing programs; thorough knowledge of modern managerial/administrative techniques and theories; ability to manage a program effectively; ability to communicate effectively both orally and in writing; ability to respond creatively to unexpected developments; ability to relate well to offenders, community groups, judges, attorneys, probation staff, business community and the media; ability to identify critical program factors and to formulate and integrate realistic solutions to operating problems; integrity; imagination; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with either a Bachelor's or Master's Degree\* in social work, criminal justice, business or public administration and either (a) for applicants possessing only the required bachelor's degree six years professional probation, criminal justice or social work experience including two years experience developing, monitoring and evaluating program delivery systems or two years in a supervisory position; or (b) applicants possessing the required Master's Degree\* may substitute this education on a year for year basis for the experience specified in (a) above except that at least one year developing, monitoring and evaluating program delivery systems or one year in a supervisory position must be included or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License at time of appointment.

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