

DIRECTOR OF PROGRAM DEVELOPMENT II (PROBATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for directing various areas of administrative services for the Department of Probation, such as payroll/personnel operations and facility management, and participating in meetings at the executive staff level to discuss departmental operations as well as programs and services. Responsibilities also involve representing the Commissioner at local, state and national conferences and at seminars and meetings relating to Probation, assisting in program development by evaluating other jurisdictions' programs for applicability to departmental operations, and participating in the evaluation of staffing needs throughout the department. Supervision is exercised over subordinate support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises departmental personnel operations to ensure that appropriate procedures are in effect to comply with regard to New York State Civil Service rules and procedures as well as Personnel Office rules and procedures;

Supervises departmental payroll operations to ensure that appropriate procedures are in effect to comply with Department of Finance payroll procedures;

Supervises the activities of the department's central records room which houses all closed cases for the past five years, and includes responding to requests for pre-sentence information and FOIL requests;

Represents the department at local, state and national conferences, seminars and meetings to keep abreast of trends within the field as well as to gather information relating to Probation programs and services in other jurisdictions; meets regularly with the Commissioner of Probation on all issues relating thereto;

Participates in executive staff level meetings to assist in maintaining and evaluating departmental operations and services, as well as to assist in the planning, development and execution of community based programs;

Participates in meetings with the Deputy Commissioner and Assistant Commissioners in discussing ways to improve Probation Officers' performance, either by re-deployment or enhanced training methods;

Assists in the preparation of the departmental budget by working with Assistant Commissioners in discussing and evaluating their program needs;

Prepares the budget for the administration unit of the department, as well as a budget for weapons, munitions, vests, and drug testing costs;

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

Performs property management functions by continually dealing with the Department of Public Works, landlords, and attorneys to ensure adequate space for staffing needs;

Coordinates a number of contracts by preparing RFP's for the Board of Acquisition and Contract and maintaining contact with the Law Department and Risk Management to confirm the legality and liability of contracts;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of organizational and administrative processes and techniques; good knowledge of the general principles of modern public personnel administration; good knowledge of New York State Civil Service Law and Westchester County Personnel Rules; good knowledge of payroll processing requirements; good knowledge of administrative reporting and control procedures associated with budget, personnel, purchasing and statistics in an automated environment; ability to supervise and advise a number of personnel including professional level personnel staff; ability to deal with officers, employees and the public in all levels and categories; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; initiative; sound professional judgment; thoroughness; accuracy; dependability; resourcefulness; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of experience in accounting, public administration, budget or personnel administration, three years of which must have been in a supervisory capacity.

SUBSTITUTIONS: Satisfactory completion of 30 credits towards a Master's Degree* in Business Administration, Public Administration, Government or a related field may be substituted for one year of experience, exclusive of the supervisory experience. Experience obtained as an intern in public administration may be substituted for up to one year of experience, exclusive of the supervisory 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.