

PROGRAM ADMINISTRATOR (PROBATION STAFF DEVELOPMENT AND PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing planning, research and staff development activities related to probation services in the Department of Probation. Responsibilities involve assisting in the preparation and implementation of grants, performing research assignments in support of grant proposals, and monitoring probation program components. Responsibilities also involve assisting in the preparation of mandated and departmental staff development programs to ensure compliance with New York State regulatory mandates and to ensure that staff is optimally trained. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the grant development process by assisting in the preparation of grant proposals, budgets, memorandums of understanding, etc.;

Performs research for the development of grants for probation programs by analyzing national and local data as well as statistical information within various related fields;

Assists in the evaluation of grant activities by monitoring probation program components, and other subcontract agencies such as hospitals, youth shelter programs and other not-for-profit agencies that are interrelated with probation services;

Assists in the development and implementation of mandated training programs for Probation Officers based on curriculum set forth by New York State;

Develops departmental training programs for Probation Officers to ensure that staff is optimally trained;

Develops training modules to meet the changing requirements of probation staff as they arise;

Maintains all records relating to Probation Officer training to ensure that accurate records are kept for liability purposes;

Assists in conducting conferences in a variety of areas within the field of Probation, involving securing facilities, preparing agendas, instructors, coordinating catering services, etc.

Provides education and training on substance abuse; plans and conducts seminars and conferences as required;

Coordinates a listing of departmental employees who speak to the community to effectively manage resources and to keep record of these events.

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

Attends meetings, conferences and seminars as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public administration practices and procedures; thorough knowledge of grant preparation, including the ability to write proposals and develop budgets; good knowledge of the principles and techniques of statistical, social and economic analysis; good knowledge of community organization principles and practices; knowledge of the principles, practices and techniques used in the field of criminal justice planning; knowledge of the regulations pertaining to criminal justice operations; ability to research, prepare and present ideas and reports in a clear and concise manner; ability to evaluate statistical data and make various computations in planning programs and projecting costs; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to establish and maintain effective working relationships with individuals at local, state and federal levels; ability to speak and write effectively and present clear and logical factual analyses; sound professional judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and four years of experience in program development, two years of which must have involved the development of grants.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree* in Criminal Justice, Social Work, Psychology or a related area may be substituted for one year of the aforementioned experience, however, candidates must possess the two years of experience in the development of grants.

*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.