



COUNTY EXECUTIVE'S WELCOME

Thomas R. Souzzi
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County Executive

Welcome to Nassau County! We are a suburban County in the New York Metropolitan Area, adjacent to New York City, in the State of New York. Nassau County occupies a portion of Long Island immediately east of the New York City borough of Queens. It is divided into two cities and three towns, the latter of which contain numerous villages and hamlets. As of the 2000 census, the population was 1,334,544. The County legislature has 19 members. Nassau County government consists of multiple departments working together to provide quality services to its constituents. The Probation Department is an integral part of our law enforcement community that ensures the safety and quality of life for each and every Nassau County resident. Nassau County continues to have one of the lowest crime rates of any municipality with a population of over 1 million people.



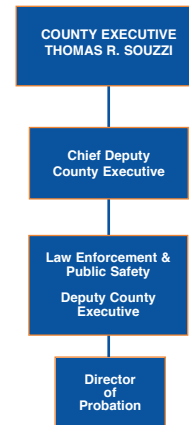
NASSAU COUNTY LOCATION

CANDIDATE PROFILE

Nassau County is seeking qualified candidates for the position of the Director of Probation. Applicants must have an extensive knowledge of public administration methods, practices and procedures in the Law Enforcement and/or Probation fields. They should be knowledgeable of the purpose and potential of probation as a key component of the justice system, as well as with governmental budgetary and fiscal management mechanisms. Candidates should have a demonstrated ability to successfully develop policy, provide strategic leadership and have a thorough understanding of the laws and policies governing probation. They must have a proven experience with initiating and maintaining effective working relationships with associates in the criminal justice system, with other public officials, and also the community.

Specific Responsibilities Will Include:

- Planning, organizing, directing and coordinating the activities of the probation agency;
- Formulation and implementation of agency policies and procedures;
- Active participation in community efforts such as prevention & control of crime & delinquency;
- Interpret policy directives and probation laws, rules and regulations to insure operational consistency;
- Planning and overseeing the training of professional and administrative staff;
- Attending to the overall administrative functions of the agency such as budget preparation and control, preparation of reports, and maintenance of clerical recordkeeping;
- Conferring with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on matters of common interest;
- Attending to various public relations activities.



EDUCATION AND EXPERIENCE

Required knowledge, skills and abilities:

- A comprehensive knowledge of the following topics and/or information is required:
 1. Modern management principles and practices;
 2. Principles underlying human behavior, growth and development;
 3. Current trends and developments in the fields of probation and correction;
 4. Laws and regulations pertaining to probation work;
 5. Functions and procedures of courts involved with the work of the agency;
 6. Community organization principles and practices;
 7. Establishing and maintaining effective public relations;
- Ability to operate at a high administrative level in overseeing varied aspects of managing an independent professional unit of government.
- Emotional maturity; high degree of resourcefulness and initiative.
- Master Degree preferred from a regionally-accredited or New York-registered college or University in topics such as Criminology, Counseling, Social Work, Psychology or Business.
- 4+ years experience in a supervisory, administrative, or executive position having responsibility for more than 35 probation officers in a probation agency.
- 10+ years of professional and supervisory experience in providing comprehensive services to probation agencies.
- Must successfully pass a background investigation and adhere to applicable Nassau County Civil Service Rules and Regulations.

COMPENSATION/BENEFITS

- The salary has a range of \$110,000.00 to \$140,000.00, depending on experience and qualifications.
- Excellent benefits package:
 1. Health
 2. Dental
 3. Optical
 4. Generous Vacation and Sick Leave Accruals
- New York State Pension benefits after becoming vested

Application and Selection Process -

For consideration, please send resume, cover letter and salary requirements to:
jobs@nassaucountyny.gov Attn: DP

or via U.S. Mail to:
Director of Human Resources
1 West Street, Room 104
Mineola, NY 11501

Nassau County Residents Preferred. EOE/MFDV



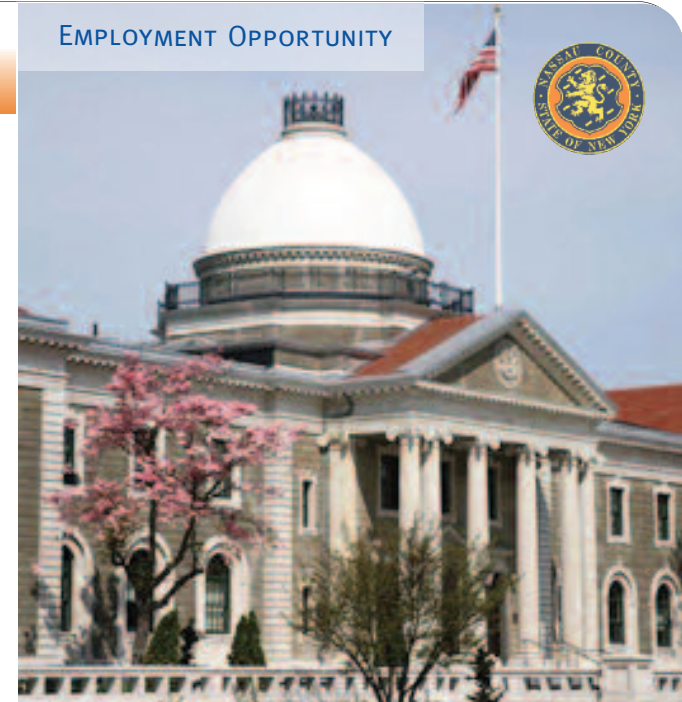
NASSAU COUNTY VALUES

- **Integrity** — tell the truth and do the right thing, whether it is easy or not; behaving in a way consistent with your statements
- **Respect** — fair, polite, and courteous behavior towards each other
- **Excellence** — striving for consistent performance at an outstanding level
- **Accountability** — acceptance of responsibility for both successes and failures
- **Customer Service** — provide prompt and quality assistance to your customers
- **Hard Work** — give your best effort every day to complete tasks efficiently



Director of Human Resources
1 West Street, Room 104
Mineola, NY 11501

EMPLOYMENT OPPORTUNITY



NASSAU COUNTY, NEW YORK SEEKS A DIRECTOR OF PROBATION

Nassau County is seeking qualified candidates for the position of the Director of Probation. The basic mission of the Probation Department is the protection of the community through monitoring, controlling and rehabilitating convicted criminals (offenders). The department is governed by Rules and Regulations established by the New York State Division of Probation and Correctional Alternatives.

