

The County of Nassau is seeking candidates for the position of Deputy Director of Probation.

#### GENERAL STATEMENT OF DUTIES

Performs responsible work acting generally for, and in place of, the Director of Probation; performs related duties as required.

#### COMPLEXITY OF DUTIES

Under the direction of the Director, the duties involve the exercise of independent judgment in assisting in the formulation and administration of department policy.

#### TYPICAL DUTIES

- \*1. Acts for and in place of the Director in his absence.
- \*2. Handles the complaints and grievances of the employees, settling the grievance wherever possible and referring unresolved problems to the Director.
- \*3. Acts as liaison with other public and private agencies to assure the smooth functioning of the Department.
- \*4. Participates in the initiation and development of new and revised policies and procedures.
- \*5. Participates in staff meetings to discuss and formulate policies, programs, and procedures.
- 6. As assigned by the Director, conducts special projects or programs.

#### \*ADA ESSENTIAL FUNCTIONS

#### FULL PERFORMANCE KNOWLEDGE SKILLS AND ABILITIES

- Considerable knowledge of the principles, practices, and procedures of public administration.
- Considerable knowledge of modern management techniques.
- Considerable knowledge of the purposes and potential of probation as a component of the justice system.
- Considerable knowledge of the governmental budget process.
- Knowledge of the laws, rules, regulations, and policies governing probation, peace officer activities, public personnel procedures, and public labor relations practices.
- Knowledge of the principles, practices, and procedures used in developing statistical and narrative reports on agency operations.
- Knowledge of the principles, practices and procedures used in establishing and maintaining an effective public relations program.

- Ability to establish program priorities and to implement policies allocating staff resources.
- Ability to present ideas clearly and effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with other components of the criminal justice system and public and private community groups.
- Ability to prepare comprehensive reports.
- Ability to establish and maintain effective lines of authority and communications.
- Ability to review programs and establish service goals and objectives.
- Ability to supervise the work of management level employees and unit supervisors.

## MINIMUM QUALIFICATIONS

### Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university

and

Four years of satisfactory experience in a supervisory, administrative or executive position having responsibility for more than 35 probation officers in a probation agency.

For consideration, please send resume, cover letter and salary requirements to: [jobs@nassaucountyny.gov](mailto:jobs@nassaucountyny.gov), with "DPP" on subject line.

Nassau County Residents Preferred. Benefits package and NYS Pension.

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR