

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 KNOWLEDGES SKILLS AND ABILITIES

1. Considerable knowledge of the principles, practices, and procedures of public administration.
2. Considerable knowledge of modern management techniques.
3. Considerable knowledge of the purposes and potential of probation as a component of the justice system.
4. Considerable knowledge of the governmental budget process.
5. Knowledge of the laws, rules, regulations, and policies governing probation, peace officer activities, public personnel procedures, and public labor relations practices.
6. Knowledge of the principles, practices, and procedures used in developing statistical and narrative reports on agency operations.
7. Knowledge of the principles, practices and procedures used in establishing and maintaining an effective public relations program.
8. Ability to establish program priorities and to implement policies allocating staff resources.
9. Ability to present ideas clearly and effectively, both orally and in writing.
10. Ability to establish and maintain effective working relationships with other components of the criminal justice system and public and private community groups.
11. Ability to prepare comprehensive reports.
12. Ability to establish and maintain effective lines of authority and communications.
13. Ability to review programs and establish service goals and objectives.
14. 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 "DDP" on subject line.

Nassau County Residency Preferred.

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