

Classification: Director of Juvenile Probation

Department: Juvenile Probation
Immediate Supervisor: Board of Judges

BRIEF DESCRIPTION OF THE JOB: Responsible for the day-to-day tasks of managing a department with many employees and an operating budget with fixed and variable revenues.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent

Percentage of Time Strength Code

1) Handles personnel management by posting job notices, interviewing and selecting candidates, preparing annual operating budgets, supervising and evaluating staff and administrative assistant, and reviewing activities between supervisor and staff, and overseeing a residential facility and the private contractor operating the program.	35%	L
2) Works with key funding sources by working closely with funding sources to address funding needs of the department and sustaining funding for special grants.	25%	L
3) Oversees Texas Juvenile Probation grants by writing and submitting Texas Juvenile Probation grants for contract approval, monitoring budgets, and ensuring that program objective and performance targets are met.	10%	L
4) Handles contracts by preparing contracts to supplement special needs for clients, and developing program proposals for new programs when funds are available.	10%	L
5) Promotes a positive work environment by including staff in the development of policies and procedures and addressing problems with a liberal "open door policy".	10%	L
6) Develops policies, procedures, and workload assignments by working with staff to develop minimum procedures and workload assignments that meet the needs of departments and funding source.	5%	L
7) Performs other duties assigned or delegated by statute, policy, or standard charge.	5%	L

Job Title: Director of Juvenile Probation

Strength Column: *S - Sedentary* *L - Light* *M - Medium* *H - Heavy* *VH - Very Heavy*

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Talking to staff and clients
Sitting	F	Desk work
Walking	F	To other offices and courthouse
Lifting	O	Files, boxes, paper, supplies
Carrying	O	Files, boxes, paper, supplies
Pulling	O	Files, boxes, paper, supplies
Pushing	O	Files, boxes, paper, supplies
Using Fine Dexterity	F	Computer keyboard, calculator
Reaching	F	Manuals, folders
Kneeling	R	Picking up paper, files
Crawling	N	
Twisting	N	
Climbing	N	
Balancing	N	
Seeing	C	Reading, computer screen
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Using Foot Controls	N	

Job Title: Director of Juvenile Probation

Machines, Tools, Equipment and Work Aids:

Computer, PC and related software, printer, phone, voice mail, beeper, cellular phone, vehicle

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	S	Extreme Temperatures	S	Noise and Vibration	M
Fumes and Odors	M	Wetness/Humidity	S	Darkness or Poor Lighting	

HEALTH AND SAFETY		
Mechanical Hazards	Chemical Hazards	Electrical Hazards
Fire Hazards	Explosives	Communicable Diseases D
Physical Danger or Abuse D	Other (specify)	

PRIMARY WORK LOCATION		
Office Environment X	Warehouse	Shop
Vehicle	Outdoors	Other:

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	O	Emergency Situations	O
Frequent Change of Tasks	O	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	F
Tedious or Exacting Work	F	Noisy/Distracting Environment	O

JOB REQUIREMENTS

Formal Education:

Work requires broad knowledge in a professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent in the area of Criminology, Corrections, Counseling, Law, Social Work, Psychology, or Sociology.

Experience:

Over five years of experience is required in the area of full time management and some experience in developing and managing a budget of more than \$4 million dollars.

Other Requirements:

Court Appointed Probation Officer
Minimum of 40 Hours of Training Every Year
Valid Texas Drivers License – Class C

Reading:

Work requires the ability to read correspondence, law reports, and standards.

Writing:

Work requires the ability to prepare reports, letters, and memos.

Math:

Work requires the ability to work with the budget and other fiscal management issues.

Reasoning:

Work is of the broadest scope dealing with highly complex concepts or issues of great importance to the Organization. Highly important policies, procedures, or precedents recommended or endorsed by upper management may be approved or rejected by individuals in this classification.

Supervisory:

Deputy Director (3 approx.)
Supervision Officers – Indirect (46 approx.)
Support Staff (15 approx.)

Managerial:

Duties require the ability to address funding and staffing needs, manage caseload levels and unfunded mandates, manage the organization without the direct supervision from the board, manage time and multiple tasks efficiently and other issues as required.

Interpersonal:

Duties require the ability to work in harmony with the staff, employees, funding sources, public at large, clients, attorneys, and other County departments and have good communication skills.

Signatures - Review and Comment

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of this job.

	_____ Signature of Employee	_____ Date
_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County as the needs of the County and requirements of the job change.