



Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



Job Title: Director of Probation Services

Department: Probation Services

Posting Closing: Until Filled

Position Location: 3501 Merrimac Ave, Dayton, OH 45405

Job Type: Full-time

Salary: \$92,185.60 - \$126,294.27/Annually

Shift: 1st

BENEFITS

Insurance: Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

Paid Time Off: Paid Vacation, Sick Leave, Personal Leave, and Parental Leave

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

DISTINGUISHING JOB CHARACTERISTICS

Directs the daily functions of the Juvenile Court Probation Department. Responsible for managing, directing and coordinating probation services and staff including Specialized Probation, Work Program, Resource Planning, Specialty Courts and the Evening Reporting Center. Implements orders and directives of the Juvenile Court. Directs personnel decisions, budget planning and monitoring and community resources.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

QUALIFICATIONS

Preferred but not required Master’s Degree in Public Administration, Social Work or a related field; Demonstrated leadership and administration experience. Eight years of overall experience of which four must be in supervision or management.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

Contact Info: hr@mcjcoho.org

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION
Montgomery County Common Pleas Court
 Juvenile Division

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| CLASSIFICATION TITLE: Director of Probation Services |
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| FLSA STATUS | Exempt | EMPLOYMENT STATUS | Full-time |
| DEPARTMENT | Probation Services | REPORTS TO | Court Administrator |
| CIVIL SERVICE STATUS | Unclassified | WORK SCHEDULE | 40 hours per week (variable) |
| PAY GRADE | A24 | | |

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ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Manages Probation Services staff in performance of job duties and responsibilities. Delegates work, coordinates operations, provides direction, evaluates job performance, recommends disciplinary actions and ensures work complies with regulatory requirements, quality standards and Court policy, process and procedure.

Develops and implements strategies, policies and standards to provide effective and efficient delivery of services, consistent with the Courts mission and goals. Maintains The Court’s efforts toward Transformational Probation focusing the Department’s work on rehabilitation.

Cooperates and collaborates with other Juvenile Court departments to set goals, implement new projects, and evaluate on-going projects and programs.

Interacts with other public agencies and private entities to create, implement and evaluate shared programming.

Remains abreast of current trends, programming and training with regard to juvenile justice issues.

Coordinates Specialty Courts at the direction of the Administrative Judge.

Implements and maintains an effective cognitive behavioral correctional treatment program.

Promotes the use of evidence based prevention and treatment services.

Provides ongoing leadership and supervision to the Probation leadership team through regular effective communication.

Prepares budgets, and seeks grants and private sector funding.

OTHER DUTIES AND RESPONSIBILITIES

SCOPE OF SUPERVISION

Management and Supervisory staff; Administrative Secretary II; and all other staff assigned to Probation Services.

EQUIPMENT OPERATED

Computer; telephone, calculator, copier, and other general office equipment; automobile.

CONTACTS WITH OTHERS

Agency directors; school officials; service providers; politicians; other governmental entities/personalities; community members.

CONFIDENTIAL DATA

Personnel records and compensation records of all Probation Service Department employees; confidential client information as it relates to position.

WORKING CONDITIONS

Good office working conditions.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Job occasionally requires close, relatively detailed vision demands when entering data and viewing a computer screen.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: probation services operations and processes; social learning theory; leadership principles; budget management; strategic planning; counseling; investigations; case management; community resources; administrative functions; Ohio Revised Code as it pertains to probation functions and Juvenile Law; Court System procedure and process; criminal justice system; grants and program development.

Ability to: apply leadership principles to practical work situations; work independently; maintain good public relations as Court representative; establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information; exhibit good organizational skills; organize and implement an effective system of supervision.

Skill in: oral and written communications; staff training; operation of computer; application of software systems; maintaining records and documentation; preparing essay and statistical reports.

QUALIFICATIONS

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LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operators License.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

I have read the above job description and fully understand my responsibilities.

Employee Signature: _____

Date: _____