



JUVENILE COURT MANAGER OF PROBATION SERVICES

Department: Juvenile Court
Job Class #: 266600
Pay Range: Professional 12

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

Responsible for administering Pierce County Juvenile Court Probation Department. Work consists of planning, administering, coordinating, and supervising the activities of the Diversion, Intake, Community Supervision and Dependency units and various grant funded probation projects.

Duties also include development of program goals, objectives, policies and procedures, preparation of grant applications, training and career development of employees, and evaluation of program operations and effectiveness.

Additional duties consist of assessing unit effectiveness, evaluating the performance of subordinate supervisors, coordinating with other agencies, interpreting court policies and procedures in atypical situations, and fiscal accountability.

Work is performed under the direction of the Juvenile Court Administrator, and is assigned in terms of broad policy statements and general goals and objectives. Methodologies and specific techniques are left to the discretion of the incumbent. Work is reviewed periodically for fulfillment of program objectives, for conformance with governing laws and regulations, and for fiscal accountability.

By virtue of title and responsibility is a permanent member of the management team and as such participates in the development and implementation of organizational goals, objectives, policies and procedures.

The Juvenile Court Manager of Probation Services is an exempt position and serves at the pleasure of the appointing authority.

ESSENTIAL FUNCTIONS

- Plans, administers, and coordinates the activities of department units, develops program objectives and operational goals, updates procedures and existing guidelines as necessary to meet changing conditions.
- Evaluates individual and program accomplishments against established standards, goals, and timetables, and recommends remedial, motivational, or laudatory action as appropriate.
- Plans, assigns, reviews, and evaluates the work of subordinate employees; defines responsibility and authority of subordinate positions and establishes standards of performance; recommends merit step increases; recommends promotional actions.
- Recommends resolution of employee grievances at the department level; recommends and executes disciplinary actions.
- Plans and implements in-service staff education, training and development; provides technical assistance with extremely complex or atypical problems.
- Prepares budget requests and amendments; approves and controls program expenditures in line with assigned budget.

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- Prepares applications for local, state, and/or federal funding grants, administers grant programs, supervisory controls.
- Communicates program objectives and goals to interested community groups, the general public, and other governmental agencies.
- Assumes overall administrative responsibility for the Juvenile Court facility and programs in absence of the director.
- Performs related work as required.
- Willingness to assume state wide leadership role(s) per Court Administrator directives.
- Develop, maintain, and oversee community partnerships.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the philosophy and operations of the Juvenile Justice System and the laws and procedures of the Juvenile Court.
- Considerable knowledge of the principles and practices of public administration, organization, and supervision.
- Knowledge of the principles of detention operations.
- Knowledge of the literature, development, and trends in the field of corrections.
- Knowledge of the methods and procedures involved in budget justification and control.
- Ability to develop and implement administrative standards and procedures and to evaluate their efficiency and effectiveness.
- Ability to express ideas and convey information effectively in written and oral communications.
- Ability to plan, direct, and evaluate the work of subordinates.
- Ability to establish and maintain effective working relations.

RECRUITING REQUIREMENTS

A Bachelor's Degree with course work in corrections, social work, management or a closely related field **and** at least 5 years experience in the juvenile justice field and at least 2 years of which must have been in a supervisory position, in which compensated employees were supervised. Additional education in management and supervision is preferred. Must have a Washington State Driver's License. Must have completed the first line supervisor and management training at the Washington State Criminal Justice Training Commission prior to completion of the probationary period.