

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Division Director, Juvenile Probation Services

**Job Code:** 8101

**Pay Grade:** 77

**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Responsible for administration and management of the Probation Division of the Juvenile Court. Performs under the administrative direction of the Juvenile Court Administrator and Deputy Court Administrator. The incumbent has considerable latitude for discretion and judgment in the administration of division goals and objectives.

### **ESSENTIAL FUNCTIONS:**

- Collaborates with Court Administration as a member of the Management Team to provide leadership, direction and supervision of the Juvenile Probation Division of the Pima County Juvenile Court.
- Establishes and maintains contact with Juvenile Court related to investigations, petitions, modifications and juvenile referral processing.
- Develops short- and long-term goals and allocates resources to accomplish established goals and objectives.
- Develops, organizes, implements and monitors policies, procedures and programs according to regulatory, departmental and division requirements and ensures standardized implementation of probation activities.
- Oversees the day-to-day organizational activities of the division to meet the various requirements of the agencies within the Arizona juvenile justice system.
- Initiates, develops and implements continuing education programs for staff.
- Supervises and evaluates staff.
- Develops budgets, monitors expenditures and modifies budget allocations to meet current needs and revenues.
- Researches, forecasts, and plans for future capabilities of probation division programs.
- Seeks to establish friendly, long-term relationships with key or influential people, groups or agencies to keep them informed and to anticipate issues and decisions.
- Interfaces with other department divisions, community/governmental agencies, organizations and the public to coordinate services.
- Assesses the needs of offenders and the community, develops programs to manage the offender population, reduces recidivism and evaluates programs to determine effectiveness.
- Provides leadership and coordinates programs for the efficient and effective use of human resources in the delivery of probation division services.

- Prepares, analyzes, and delivers clear, smooth, and effective written and oral presentations.
- Performs related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of Juvenile Court laws, rules, regulations, policies and procedures, probation and court center organization, and operations.
- Must have knowledge of Probation services and practices for juveniles in counseling, crisis intervention, and intensive probation methods.
- Must have knowledge of community social services programs and resources.
- Must have knowledge of management and business practices as applied to administration of complex organizations.
- Must have knowledge of principles and practices of diversion, field and intensive probation, staff and community supervision and restorative justice.
- Must have knowledge of strategic planning, establishing division goals and objectives, financial budget planning, grant writing and reporting, project and performance management.
- Must have knowledge of child welfare case processes.
- Must have knowledge of state aid to probation funding and reporting.
- Must have the skills to operate a desktop computer using Microsoft Office software and Windows based software.
- Must have skill in maintaining effective working relationships with staff and community organizations.
- Must have skill in exercising judgment and discretion in matters of policy design and implementation and in determining appropriate action.
- Must have skill in formulating solutions to all types of operational problems.
- Must have skill in developing and establishing program goals and objectives.
- Must have skill in dealing with problems which may be controversial or sensitive in nature.
- Must have skill in writing and reviewing analytical reports which address program concerns and needs.
- Must have skill in planning, directing, assigning, training and evaluating probation systems and personnel.
- Must have skill in preparing, administering and monitoring budgets, contracts and grants.
- Must have the ability to communicate effectively with coworkers, judges, court and division staff, other court jurisdictions, community organizations, and the general public.

**MINIMUM QUALIFICATIONS:**

A Master's degree from an accredited college or university with a major in public administration, criminal justice, behavioral social sciences or a related field and five years of progressively responsible administrative experience in juvenile justice. OR a Bachelor's degree from an accredited college or university with a major in public administration, criminal justice,

behavioral social sciences or a related field and seven years of progressively responsible administrative experience in juvenile justice. Must have previous managerial experience. OR any combination of experience, training and/or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

Must have a valid Arizona Driver's License at time of appointment.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Deputy Court Administrator. This position performs duties under limited supervision and directs the daily operations and functions of the probation division and its staff.

Date:

Revised: 11/19/04, 07/01/05, 10/26/07, 5/1/09