

FRANKLIN COUNTY COURT OF COMMON PLEAS-GENERAL DIVISION
AN EQUAL OPPORTUNITY EMPLOYER

CHIEF PROBATION OFFICER

ANNUAL SALARY: \$92,008

POSTED DATE: April 30, 2021

SUBMISSION DATE: May 16, 2021 **EXTENDED** until May 31, 2021

Purpose of Position

This position provides strategic, forward-thinking leadership in all facets of adult supervision; leads the organizational development of a comprehensive program of evidence-based practices resulting in successful outcomes for individuals under supervision through further enhancement of the Risk Based Supervision Model adopted by the Common Pleas Court. This position will administer effective programs that have a direct impact on reducing recidivism and aiding in the criminal justice system's overall success rate with measurable outcomes.

This position assists in the development of organizational goals and values, policy development, program administration and the daily operation of the Adult Probation Department. Responsible for oversight of the department's budget and maintaining compliance with existing federal and state laws and regulations. Responsible for providing leadership for special projects.

The position requires prior management experience in an organization that promotes best practices and a proven track record of moving an organization forward through effective change management. Further, the position will facilitate and lead cross-functional management teams to achieve the overall mission and vision of the Department and Court.

Serves as a member of the Court's Executive Team and a key contributor to various county and state-wide criminal justice committees and organizational groups, working in collaboration with criminal justice partners and community organizations.

This position must lead and manage a large, complex organization in an open, transparent and approachable manner and recognize the value of diversity and creating a climate of inclusion.

Essential Job Functions

- Continuously interpret and shape department policy to ensure the departmental goals and objectives are consistent with those in the Mission, Vision and Core Competencies adopted by the Court
- Foster an inclusive and culturally competent work environment
- Maintain effective lines of communication with all staff and stakeholders
- Promote and adhere to department policies and procedures
- Contribute to a strong, supportive and productive team environment
- Provide positive reinforcement and build rapport with probationers
- Maintain confidentiality of department information
- Direct the day-to-day operations of the Adult Probation Department, including direct leadership of the work of probation managers
- Enforce the rules and regulations of the Court related to probation
- Promote safety and security of staff and probationers at all times
- Create, maintain, and enforce Adult Probation Department policies and procedures and ensure all policies comply with applicable federal, state and municipal laws and regulations, and comply with court policies
- Identify internal and external influences that impact the work of the organization and act accordingly
- Recommend Adult Probation Department contracts and the terms therein
- Supervise and monitor the various evidence-based programs and treatment services for probationers
- Work with the Court to research, develop and implement new programming, and evaluate programs on an ongoing basis
- Responsible for development, implementation and monitoring of budgets and planning for the Department

- Manage and monitor local, state, and federal grants
- Manage the Supervision Fees Fund in accordance with Ohio Revised Code Section 2951.021 and for ensure lawful expenditures of supervision fees
- Authorize search requests, arrests and the release of pre-sentence investigations reports in compliance with Court Orders and in accordance with policies
- Authorize probation officers to carry a firearm in accordance with established policies
- Communicate and coordinate with various outside agencies in the community (e.g., Ohio Chief Probation Officer's Association, Ohio Community Corrections Organization, Alcohol Drug and Mental Health Board of Franklin County, and local law enforcement) that interact with the Probation Department
- Upon direction of the Executive Director, responds to media inquiries about activities within areas of administrative responsibility
- All other duties as assigned

The aforementioned duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Knowledge, Skills & Abilities Required to Perform Essential Job Functions

- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- Ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise judgment, decisiveness, and creativity in critical and/or unexpected situations involving moderate risk to the organization.
- Ability to exert light physical effort in sedentary to light work; tasks may involve extended periods of time at a keyboard or workstation; may involve infrequent lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (50 pounds).
- Performance of essential functions requires exposure to accused and convicted criminal probationers.

Minimum Qualifications

- Bachelor's degree in related field
- Five years of senior level management experience involving the supervision of staff in an organization associated with the delivery of services in the fields of probation, corrections or other justice program or service

Preferred Qualifications

- Master's degree in a related field
- Ten years of senior level management experience involving the supervision of staff in an organization associated with the delivery of services in the fields of probation, corrections or other justice program or service.

In addition to the Essential Job Functions and Knowledge, Skills, and Abilities identified, the following competencies are considered during the hiring process and are integral to the position:

Knowledge, Skills, and Abilities: Possesses, acquires, and maintains the technical/professional expertise required to do the job effectively and to create solutions. Technical/professional expertise is demonstrated through problem solving, applying professional judgment, and competent performance

Decision Making/Problem Solving: Makes sound, well-informed, and objective decisions in a timely manner. Compares data, information, and input from a variety of sources to draw conclusions; takes action that is consistent with available facts, constraints, and probable consequences. Applies both rational and creative processes to identify unknown root causes of problems. Based on the situation, decides the best course of action, implements the solution, and follows-up to see how it's working. Calculates and evaluates the long-term consequences of a decision.

Stress Tolerance: Maintains effective performance under pressure; handling stress in a manner that is acceptable to others and to the organization. Stays calm and even-tempered when handling crises, stressful situations, continuous change, or unexpected developments. Is able to recover from difficult situations. Is seen as a settling influence in a crisis.

Teamwork: Works effectively in a team environment to accomplish organizational goals. Builds constructive working relationships with interested stakeholders to identify and meet mutual goals and objectives. Participates as an active and contributing member of teams with a focus on improving probationer outcomes and department goals. Shares information as appropriate and credit for team accomplishments. Helps create and maintain strong morale and a feeling of belonging in his/her team. Acts as if "true success" is the success of the whole team.

Conflict Management: Uses appropriate interpersonal styles and techniques to reduce tension and/or conflict between two or more people; able to size up situations quickly; able to identify common interests; facilitates resolution. Steps up to conflicts and sees them as opportunities. Finds common ground and achieves cooperation without disruption to work flows or interpersonal relationships.

Cultural Competence: Values an inclusive organization where the differences of all people are respected, valued and utilized towards achieving common goals. Respects and relates well to people from varied backgrounds, understands diverse worldviews, and is sensitive to group differences; sees diversity as an opportunity, respectfully challenges bias and intolerance. Supports equal and fair treatment.

Communication: Clearly conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message and invites response and feedback. Keeps others informed as appropriate. Demonstrates effective written, verbal and listening skills.

Collaboration: Develops and maintains effective working relationships with coworkers and stakeholders through the use of strong interpersonal skills to meet mutual goals and objectives. Obtains cooperation from others; seeks and encourages win-win alternatives.

Influence: Uses appropriate interpersonal skills and techniques to gain support and acceptance for ideas or solutions. Uses influencing strategies to gain mutually beneficial agreements; Seeks to persuade rather than force solutions or impose decisions or regulations; and recognizes personal autonomy of others.

Dependability and Reliability: Personally responsible; completes work in a timely, consistent manner; is committed to being available during business hours to further organizational goals; demonstrates regular and punctual attendance; arrives prepared for work; is committed to doing the best job possible; diligently follows through on commitments and consistently meets deadlines.

Applicants: Applications may be submitted on-line at www.fccourts.org/jobs or may be obtained from and returned to:
Court of Common Pleas, Human Resources
345 S. High Street, 2nd Floor
Columbus, Ohio 43215

The person selected will undergo a background investigation.

THE COURT OF COMMON PLEAS OF FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, AGE, OR ANCESTRY OF ANY PERSON.