

**THE COUNTY OF YAKIMA
is now accepting applications
for the position of**

PROBATION MANAGER

Salary: \$5,288 per month

Opening: There is one vacancy in the Yakima County Juvenile Court for a Probation Manager. This position is responsible for the daily management of the Juvenile Probation Department to include development and implementation of programming, policy/procedure, training, supervision and evaluation of staff and programs. This position must monitor budget and analyze outcomes of program delivery to ensure compliance with state, federal and local reporting requirements for a wide variety of grant funded programs as well as compliance with state, federal and local laws. This position is responsible for supervising professional and para-professional personnel and coordinating and evaluating services provided by a multitude of service providers. The person in this position provides technical expertise, training, and direction for employees and service providers county-wide and works very closely with the Court Services Administrator regarding budget, grant proposals, grant reporting, analysis of programs and compliance requirements. This position also represents the department in multiple community outreach projects. *This recruitment may be used to fill other Manager positions in the Juvenile department within 90 days of the closing of this recruitment.*

Selection Procedure:

Applications and required Supplemental Questionnaires will be accepted until 4:00pm, Thursday, April 10, 2014.

Applications will be evaluated on the basis of past experience and training. Applicants claiming veterans preference eligibility will be required to complete the Application for Veterans' Preference Form. Applications submitted without supplemental questionnaires will not be considered. Supplemental Questionnaire is attached below.

Essential Job Functions:

Plans, develops, implements, monitors, and analyzes a wide variety of probation and program services in the civil and criminal divisions ensuring delivery of evidence-based programs to juveniles and their families according to best practices mandated by state, federal, and local grant requirements; i.e., Gang Court, Truancy Accountability Boards, Case Management Assessment Process, ART, FFT and MST Programs, Habitat for Humanity Gang Pilot Program, System of Care Mental Health Project, Stand Up for Outlook Project, and the JJ101 Parent Education Project.

Manages, coordinates and assigns the work of probation, case managers, support staff, volunteers and interns assigned to the Division. Responsible for daily supervision of assigned staff and all probation and truancy programming. Provides training and coaching, conducts performance reviews, and responds to complaints and issues. Monitors staff case loads, and develops statistical procedures to measure effectiveness of work unit performance. Prepares related administrative reports. Approves all staff training requests. Conducts investigations, initiates and implements disciplinary action up to and including written reprimands when appropriate. Provides technical expertise to staff. Provides short and long-term planning for Probation and Program Units.

Drafts and/or updates policies and procedures to meet goals and objectives of Juvenile Court Services. Participates with the Court Services Administrator in budget preparation for general expense and multiple grant funded programs. Assists with writing grant applications for state, local and federal grant projects; interprets grant requirements and gathers, analyzes and reports to local, state and federal grant agencies according to strict guidelines in grant contracts. Tracks, monitors and approves expenditures in current expense and federal, state and/or local grant budget and ensures expenditures are in compliance with grant requirements. Establishes procedures to ensure cases are in order, conditions of court orders are met and juveniles have been met with and appropriate signs off and closure of cases; reviews, monitors and analyzes legislation, court rules, procedures and forms to determine effect on court operations.

Represents Juvenile Court in the community by developing and maintaining working relationships with social service agencies such as DSHS, law enforcement agencies and school districts, parents, attorneys, or other advocates to provide and receive information relevant to case management and programming for juveniles. Presents information and provides technical knowledge to schools and other interested parties. Represents the court at various meetings, trainings and conferences.

Participates as key member on Court Management Team. Performs other duties as required.

Working Conditions/Physical Requirements:

Work is performed in an office or community setting. Primarily sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Requires some travel throughout Washington State for meetings, conferences, and training. Requires standing, sitting, walking, pushing, pulling, bending, reaching, handling, fingering, feeling, seeing, hearing, talking, stooping, crouching, mobility, visual acuity, and repetitive motions.

Equipment Operated: Computer, printer, copier, telephone, cell phone, fax, slide projector; multi-media projector, county automobiles.

Experience and Training: Bachelor's degree in Criminal Justice, Sociology, Psychology, Social Services or closely related field and Five years of increasingly responsible professional experience including two years of supervision/management; OR any equivalent combination of experience and training that demonstrates possession of the required knowledge and skills of supervisory experience.

Required: Valid Washington State Driver's License at time of appointment and current CPR/First Aid card. Applicants selected for final interviews will be required to complete a criminal and abuse/exploitation history disclosure statement pursuant to Chapter 486 Laws of 87, Sections 1-5. Criminal arrest history or history of traffic offenses may be disqualifying. Final applicant will be fingerprinted and hired subject to the results of a background investigation.

Successful completion of additional job-related training is required upon appointment.

Preferred experience:

Knowledge of: (Upon entry)

Statutory language in Title 13 RCW Juvenile Courts and Juvenile Offenders; Case management, counseling and interviewing theories, practices and principles; Supervisory, organizational and leadership theories, practices and principles; Social theory regarding juvenile delinquency; Methods of community resource development and communication; Mathematical calculation and report writing methods; Court and criminal justice system procedures; Terminology, laws, rules, and regulations and codes governing juvenile justice; Technical program delivery methods, systems and techniques such as: court and criminal systems truancy laws, sentencing options; chemical dependency treatment resources and/or personal safety and defense procedures; and Customer service techniques and team building concepts; Budget and financial planning methods and techniques; Short- and long-range planning principles, practices and techniques.

Skills and abilities in: (Upon entry)

Using a personal computer and related software applications, basic office equipment, and radio; Collecting, compiling, organizing and maintaining information and notes of progress and compliance; Determining priorities and making critical decisions as to appropriate course of action and making recommendations; Developing initiatives and projects; Complying with laws, codes, ordinances, and regulations; Supervising, teaching, coaching, monitoring and evaluating the work of staff; Interviewing and counseling offenders and applying authority and confronting individuals; Applying time management, work organization, crisis management, de-escalation, restraint and security techniques; Developing, writing, applying and implementing county and departmental policies and procedures; Solving problems, resolving conflicts and team building; Coordinating work and monitoring performance; Preparing reports; budgeting and grants management; Preparing and giving presentations, public speaking and facilitating groups; Short and long range operational planning; Evaluating and assessing program needs and developing, implementing and monitoring programs and preparing related reports; Detecting drug and alcohol addiction and using equipment for such detection; Evaluating and assessing needs and developing, implementing and monitoring case plans; Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public and assigned staff; and Communications, oral and written, sufficient to interview, exchange or convey information and to negotiate/resolve problems

Selection Procedure: Consideration will first be given to employees of the Yakima County Juvenile Court. Second consideration to County employees. Third consideration to the general public. Applications and supplemental questionnaires will be evaluated on the basis of past experience and training. Those rating the highest on the minimum qualifications screening will be scheduled for a personal interview. If you are interested in the status of this position after closing, please see "Status of Openings" under the Job Opportunities tab on the Human Resources web page at www.co.yakima.wa.us . This will be the only method of status notification for this position.

For further information and application forms, contact:

YAKIMA COUNTY HUMAN RESOURCES DEPARTMENT
128 NORTH 2ND STREET, ROOM B-27
YAKIMA, WA 98901
Apply online at: www.co.yakima.wa.us

"AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER"

Yakima County ensures equal employment opportunities regardless of a person's sex, race, national origin, religion, age, disability, marital status, creed, political belief, sexual orientation, veteran's status, or any other protected status under federal or state statute. Disabled applicants may request accommodation to participate in the job application and/or selection process for employment. Please contact Human Resources for further information.

Yakima County is a qualified Public Service entity for the Public Service Loan Forgiveness Program. For more information, go to <http://studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/public-service> or contact your federal loan servicer.

If you are interested in the status of this position after closing, please see "Status of Openings" under the Job Opportunities tab on the Human Resources web page at www.yakimacounty.us. **This will be the only method of status notification for this position.**

In compliance with the Immigration Reform and Control Act of 1986, Yakima County will hire only United States citizens and aliens lawfully authorized to work in the United States.

Posting: 934584
Position: 20001144
Job: 9352

Please see Supplemental Questionnaire (below) and attach with your application

YAKIMA COUNTY JUVENILE COURT
PROBATION MANAGER SUPPLEMENTAL QUESTIONNAIRE

The purpose of this form is to provide the screening committee specific information regarding your qualifications for the Probation Manager position. This information, along with the county application form, will be used to assist the committee in selecting candidates to be invited to oral interview(s). Your responses should be as complete and specific as possible.

All applicants must submit this completed form along with their application form.

Using examples where appropriate, please briefly answer the following questions. The answers to these questions should describe your work accomplishments, experience, education, and training that has provided you with the knowledge, skill and abilities needed to succeed in this job.

Limit your responses to a maximum of one page per question.

1. Describe your professional experience in short and long range planning, development, and implementation of programs related to Juvenile Court Services or a closely related field. (Be specific regarding your role if a member of a team.)

2. Describe your experience and philosophy in managing, supervising, evaluating and disciplining employees.

3. Describe your experience in investigating and resolving complaints from employees, the public, interest groups or other outside parties.

4. Describe your experience in policy and/or procedure development and implementation.

5. Describe your experience in grants management and reporting.

6. Discuss your knowledge of "what works" or "evidence based" programs for juveniles.

7. Express your opinion on juvenile accountability and rehabilitation in the juvenile justice system.