



## King County

Invites Applications for the Position of:  
**Juvenile Probation Manager**

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*King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.*

**OPENING DATE/TIME:** 06/18/14 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** 07/16/14 04:30 PM (GMT -8:00)

**SALARY:** \$89,664.43 - \$112,441.89 Annually

**LOCATION:** King County Youth Service Center - 1211 East Alder Ave, Seattle

**JOB TYPE:** Regular, Full time, 35 hrs/week

**DIVISION:** King County Superior Court

**JOB NUMBER:** 2014-03980

**SUMMARY:**

This position is a member of the senior leadership of Superior Court's Juvenile Court Services Department, responsible for the Juvenile Probation. Plans, directs, coordinates and monitors the department work plan, goals and assignments, taking into consideration statewide mandates and the requirements of funding sources, maintaining consistency with other statewide and local Juvenile Justice Initiatives. This position is at-will.

**JOB DUTIES:**

**Key Deliverable and Expectations:**

Develop annual strategic plan and goals for Superior Court's Juvenile Probation department, assigning goals to each unit and ensuring implementation.

Interpret court and state policies.  
Lead development of internal departmental policies and procedures.  
Meet regularly with Juvenile Court judges to review status of projects and resolve issues.  
Provide education to internal and external stakeholders on juvenile court processes and operational issues. Inform court of available local resources.  
Meet regularly with juvenile court supervisors and management team.  
Meet with system stakeholders, including the Prosecuting Attorney's office, Department of Adult and Juvenile Detention staff, and community service providers to plan programs and assist the ongoing operations of juvenile court.  
Identify data needs for program planning.  
Participate on and chair committees for local initiatives such as Disproportionate Minority Impact, Detention Risk Assessment and two-tier warrant and arraignment processes.  
Hire all Juvenile Probation Counselors, work training specialists and administrative staff. Oversee work of staff through subordinate supervisors. Evaluate and oversee work of Juvenile Probation Counselor Supervisors in multiple locations.  
Participates in union negotiations and administers multiple collective bargaining agreements.  
Provide backup to Juvenile Court Services Director when necessary.  
Performs and coordinates Interstate Compact, Transfer of Jurisdiction and Courtesy Supervision-related responsibilities.  
Participates in department budget planning. Oversees tri-annual case reviews and reviews caseload distribution.

**EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

Bachelor's Degree in Social Work or related field required.  
Master's Degree in Social Work or related field preferred. Five years' experience in juvenile justice required. Three years of supervisory and/or management experience required. Familiarity with motivational interviewing, evidence-based treatments and alternatives to incarceration is required.

**Other Competencies Required:**

- Must be knowledgeable in current and possible future policies, practices, trends and technology.
- Must be able to manage all kinds and classes of people equitably and deal effectively with internal and external stakeholders and customers from all backgrounds, communities and walks of life, manifesting genuine interest in both common ground and differences.
- Must understand how to accomplish goals through both formal and informal channels within an organization, and

grasp the reasoning behind key policies, practices and procedures.

- Must be able to find common ground and resolve issues for the good of all and solve problems with a minimum of noise, gaining the trust and support of peers, encouraging collaboration and remaining candid.
- Must be able to value and nurture competencies of people of different backgrounds.
- Must be able to cope effectively with change.

**SUPPLEMENTAL**

**INFORMATION:**