

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities: activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierras, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

BENEFITS: Mono County provides generous benefits, including 3.0% @ 55 PERS, medical, dental, vision and 401 deferred compensation.

TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov

www.monocounty.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

CHIEF PROBATION OFFICER

FINAL FILING DATE:

Final Filing Date: Open Until Filled

SALARY:

\$9,206

At-Will Contract

Equal Employment Opportunity Employer

THE POSITION

The Chief Probation Officer is an high level management position which has become available with the retirement of Chief Beverlee Bryant. The Chief Probation Officer is appointed by the judges of the Superior Court in collaboration with the Mono County Board of Supervisors and the County Administrative Officer. The position is funded by the County Board of Supervisors, with policy accountability to the Court. The CPO is responsible for leadership of the Probation Department and is often involved in matters that require frequent interaction with many levels of the Courts organization, county government, and the public.

EXAMPLES OF DUTIES

- Plans, organizes, manages, and supervises the functions and operations of the County Probation Department including the Juvenile Detention Facility;
- Develops policies and operating procedures;
- Directs/oversees all financial functions of the department including budgets, grants and revenue programs (Federal and State) ;
- Ensures proper maintenance of buildings and equipment; oversees and directs the recruitment and hiring of staff;
- Assigns and reviews work of Department staff;
- Directs/oversees internal investigations; coordinates Department functions and operations with various public and non-profit agencies;
- Oversees and directs the implementation of new laws and regulations associated with casework activities and the Detention Facility;
- Provides Department staff with consultation and assistance on unusual problems;
- Reviews and evaluates legislation and court decisions for impact on Department operations; performs general review of cases presented for evaluation by the Superior Court; directs the preparation and prepares reports and recommendations for submission to the Court;
- Responsible for the placement of juvenile wards in detention, foster care, and group care as ordered by the Court; reviews critical incident reports prepared by Juvenile Detention staff.

QUALIFICATIONS

Knowledge of:

- Functions, policies, and procedures of the County Probation Department and social service, legal, and law enforcement departments.
- Provisions of Civil, Penal, Welfare and Institutions, Education, Vehicle, and Health and Safety Codes applicable to probation work
- State and local laws and standards applicable to the operations of a juvenile detention facility.
- Principles and methods of adult and juvenile probation work, including casework objectives and methods.
- The State court system and court procedures.
- Care and custody of juvenile wards.
- Community resources and agencies available to probationers.
- Psychological and physical manifestations of chemical dependency.
- Principles of case planning, development, coordination, and direction.
- Principles of budget development and administration.
- Principles of public administration, management, staff supervision, training, and employee evaluation.

Ability to:

- Plan, manage, and administer the functions of the County Probation Department.
- Develop, implement and administer a juvenile correction program through management staff.
- Supervise, train, review, and evaluate the work of assigned staff.
- Apply the methods and practices of adult and juvenile probation work.
- Interpret and apply appropriate provisions of California Codes and laws.
- Gather, organize, and analyze information applicable to the development of probation and court recommendations.
- Effectively communicate both orally and in writing.
- Interview and counsel adult and juvenile offenders, families, and other related to assigned cases.
- Recognize health and behavioral problems in juveniles and adults.

QUALIFICATIONS, CONTINUED

- Effectively respond to emergency or critical situations.
- Deal tactfully and courteously with people from a variety of cultural and ethnic background.
- Exercise good judgment in handling potentially hostile situations.
- Drive an automobile to transport adults and juveniles.
- Effectively represent the Probation Department in contacts with the public, other County staff, and other law enforcement agencies.

Minimum Requirements:

- 1) At least 5 years of experience performing professional probation work, including at least 2 years in a management or supervisory position.
- 2) Bachelor's degree from an accredited four year college or university. Degree in criminal justice, sociology, psychology, behavior sciences is desirable.
- 3) Completion of P.C. 832 Training.
- 4) Possession of valid driver's license.
- 5) This position will require a POST background investigation to meet State of California requirements and to ensure that individuals under consideration have the highest degree of ethics and standards.

The Preferred candidate would have:

- Experience in a probation or parole agency at a level equal to, or above, the first line of management in the area of directing, or assisting in directing budget, personnel, operations and other organizational functions.
- Experience in both custodial and casework services.
- A commitment to promoting and furthering the goals and objectives of the probation profession.

The following skills and attributes:

- Exceptional character and integrity;
- Skill in fiscal management in the public sector;
- Skill in oral and written communication;
- Knowledge of theories of human behavior;
- Knowledge of accepted personnel practices;
- Ability to use authority effectively and constructively;
- Knowledge of probation related programs and policies;
- Knowledge of and ability to interpret and apply provision of legal statutes relating to adult and juvenile offenders;
- Ability to work effectively with the community and partner agencies;
- Knowledge of developing and administering contracts;
- Ability to analyze issues related to management and to the field of probation

THE EXAM PROCESS

PHASE 1: The exam process includes a cover letter, application with complete salary history, resume, and responses to supplemental questions below. Please limit yourself to one single-spaced typed page per question below.

- As Chief Probation Officer appointed by the Superior Court with responsibility to the Court as well as an organization funded by the Board of Supervisors, what approach to leadership would be the most effective? How would you balance the sometimes conflicting goals of the Court and the County?
- What are the major challenges facing Probation departments in California in the next three years?
- What qualities are required for a Chief Probation Officer to be an effective leader in California?
- Describe your experience managing a county department or major division of an organization with respect to (a) number of employees, (b) size of budget, and (c) variety of programs.

PHASE 2: The exam process will include not only an interview, but also a review and practical demonstration of the required knowledge and abilities as stated on the application.

