



**KOOTENAI COUNTY**  
invites applications for the position of:

## Director, Adult Misdemeanor Probation

**DEPARTMENT:** Board Administration

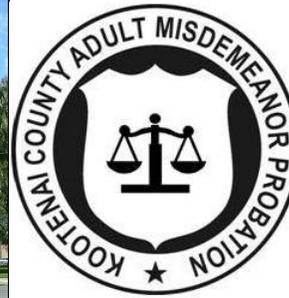
**SALARY:** \$25.06 - \$34.59 Hourly  
\$2,004.81 - \$2,767.19 Biweekly  
\$52,125.00 - \$71,947.00 Annually

**OPENING DATE:** 07/12/16

**CLOSING DATE:** 08/03/16 04:00 PM

**SUMMARY:**

**KOOTENAI COUNTY IS LOOKING FOR A DIRECTOR FOR THE ADULT MISDEMEANOR PROBATION OFFICE**



For more information go to our homepage:

<http://www.kcgov.us/departments/justiceservices/adultmis/>

***"It is the desire and goal of this probation office to help bring about positive change in people, so that they may be successful, law-abiding and contributing members of the community."***

### DIRECTOR

Adult Misdemeanor Probation Department  
\$52,125 to \$71,947/Yr/DOE  
Closes: Wednesday, August 3, 2016 at 4pm (pst)

**REQUIRED DOCUMENTATION: ONLINE APPLICATION, COVER LETTER, RESUME AND COPIES OF CERTIFICATIONS\*\***

**VETERANS: PLEASE PROVIDE DD214**

**Summary:** Reporting directly to the Board of County Commissioners and the Administrative Judge, this position performs a variety of professional, managerial and administrative duties as needed to plan,

organize, direct and coordinate the County's Adult Probation program; oversees that services provided by the departments are consistent with community protection, offender accountability, and competency development. Included are developing, coordinating, monitoring, and evaluating grant funded programs and services contracted for the adult justice services; acts as liaison to other community agents for prevention, victim, and other related services; establishes and maintains resource development; coordinate the DUI victims impact program; work in lieu of jail programs; and provide direct supervision of program coordinators and grant funded independent contractors. Responsible for ensuring improved public safety, and supervision and services of probationers, restoring them to contributing, law-abiding individuals. This person has the authority to hire, fire, or promote employees. Has complete authority over the budgets of Adult Misdemeanor Probation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Develops, prepares and manages department budget, including the monitoring and expenditures of the main budget; manages and directs grant-funded programs to ensure they are in compliance with requirements; prepares yearly fiscal reports; oversees expenditures as needed to assure compliance with established fiscal constraints and limitations. Prepares the departments' annual budget. Monitors, manages, and has final approval on all revenue cost centers.

Determines case assignments and monitors case load progress; establishes department priorities, goals and objectives; develops policy and procedures consistent with justice system best practices and legal guidelines. Responsible for the overall strategic planning and direction of the department.

Conducts hiring, orientation and training of new employees or delegates same; establishes departments training program; initiates personnel actions related to manpower needs, salary adjustments, promotions, transfers, discipline or discharge actions; directs the hiring process and implements disciplinary and termination issues when necessary; and monitors employee compliance with POST certification and ensure the standard is maintained.

Reviews available grants from governmental agencies and private foundations, determining feasibility of development; discusses program requirements and sources of funds available with County Commissioners, Supervisors and affected personnel; develops program goals and objectives, determining how funds will be used; describes requirements and procedures necessary to obtain and/or maintain funding.

Writes and submits grants applications; directs and coordinates evaluation and monitoring of grant funded programs, or writes specifications for evaluation or monitoring of program by outside agency; assists department personnel in writing periodic reports to comply with grant requirements; monitors paperwork connected with grant funded programs; maintains master file on grants. Tracks grant expenditures for Adult Probation Grant Administrator.

Coordinates, collects and manages Block Grant Funding through the Department of Justice Services. Approves treatment provider billing, processes reimbursement requests and tracks quarterly progress reporting to ensure compliance with state and federal requirements.

Consults with Legal Services to develop services contracts and obtain assistance in resolving any contractual disputes or issues; evaluates or monitors contract performance in compliance to contractual obligations; analyzes price proposals, financial reports, and other data to determine a fiscally responsible service contract price; and ensures fulfillment of obligations by contractors and current referral process and eligibility criteria.

Initiates, participates in, and supports adult development and prevention activities; establishes and maintains contact with social service agencies, community organizations, businesses, and churches to provide assistance in the treatment needs of adult misdemeanor populations. Develops effective working relationships with individuals and outside agencies; participates in various support networks; serves as a member of various local and state Adult Justice advisory boards; researches, directs and implements various client and parent programs; and ensures the appropriate use of the Risk Assessment Tool in determining appropriate level of supervision and completes appropriate documentation.

Collects and tracks Adult Probation employee training to ensure minimum level of annual training specific to the Adult Probation Office profession is maintained. Coordinates with other departments and assists in implementing training for staff development and required annual training needs.

Performs as a probation officer as needed; attends appropriate court hearings including Disposition, Revocation and Order to Show Cause hearings; and meets with clients and instructs in probation/parole obligations, regulations and best practices. This requires detailed knowledge of special populations: sex offenders, chemically dependent, females, gangs, etc.

Represents the court at "preliminary inquiry" staffing to determine criminal/non-criminal direction of criminal petitions; develops, establishes and maintains contact with key individuals involved in adult proceedings including, but not limited to: judges, prosecutors, public defenders, private attorneys, law enforcement officials, school administrators, school resource officers, parents, co-workers, and therapists/counselors.

Conducts mediation between victims and offenders as well as between the court and the offender. Ensures restitution is made by the offender, notifies the court if not in compliance.

Make recommendations for extension or termination of probation/parole; review client compliance with probation/parole conditions and enforces orders of the court. Attends various legal hearings involving adult misdemeanor matters; provides testimony as needed. Attends and participates in staffing to make recommendation for out-of-home placements, or services needed to maintain client in the community.

Oversees and evaluates departmental compliance with HIPAA, FLSA, FMLA, and Workers Compensation regulations; responds to and resolves inquiries and complaints from parents/guardians, probationer, and the public; and acts as the media contact for the department.

Coordinates and oversees departmental programs to maximize the effectiveness and efficiency of various programs to include, but not limited to adult supervision, sheriff's labor program, community service programs and restitution.

Performs these duties and responsibilities during scheduled work hours, shift differential, weekends and holidays as stipulated by Policy #210. Non-exempt staff may be required or requested to work overtime as stipulated by Policy #211

Maintains a positive, helpful, constructive attitude and working relationship with departmental employees, other County employees, Elected Officials, the Courts, and the public.

The person in this position is authorized access to such private information as a condition of employment to the extent necessary to perform their duties. As an employee of the county, employees are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Employees must be very careful not to release this information to the public or to other individuals, including but not limited to county employees who have not been authorized or who do not have a legitimate organizational, departmental, or business need to know as described in Idaho Code Section 9 et.seq. Any questions regarding release of such information to another person should be directed to their supervisor, elected official, or their designee.

## **QUALIFICATIONS:**

**KNOWLEDGE, SKILLS, AND ABILITIES - Qualifications:** Extensive knowledge of national, state, and local Adult Misdemeanor Probation laws and issues. Specialized knowledge in community organizing and development, adult corrections; thorough understanding of the dynamics of the adult misdemeanor court process, victimization, and community organizations; and delinquent behavior and family problems of adults. Proficient knowledge of leadership, supervisory, and management techniques and theories.

Working knowledge of basic principles and practices of social case work, and the court system; criminal law pertaining to offenders; laws affecting probation; psychotropic medications and their affects; drug testing equipment in compliance with OSHA standards; HIPAA regulations and Prison Rape Elimination

Act (PREA) as it applies to probation; and a basic understanding of special populations, including sex offenders, mental health offenders, gangs, young offenders, females and minorities.

Must possess the ability to interpret and evaluate psychological and psychiatric evaluations, psycho-sexual evaluations, drug/alcohol evaluations, to make an appropriate case plan and incorporate it into our decision making; adjust case planning to accommodate special populations; restrain uncontrollable offenders using accepted control techniques; physically and mentally react quickly in the event of disturbance or physical outbreak.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises full-time, part-time, temporary non-supervisory employees and interns. Carries out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, firing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION AND/OR EXPERIENCE:** Bachelor's degree from an accredited four year college or university in Social Services, Criminal Justice or other related field and a minimum of five (5) years related experience and/or training, two (2) years in a supervisory capacity; or equivalent combination of education and experience. Preference may be given to those that are certified through the Adult Misdemeanor Probation Officer POST Academy, and to those with a Master's degree.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess or have the ability to obtain a valid driver's license and be insurable; must provide reliable transportation; possess or have the ability to obtain a valid First Aid card and CPR Certification; maintain Appropriate Use of Force Certification; maintain certification for NCIC/IELTS background checks.

Must meet Adult Misdemeanor Probation POST requirements prior to the start of employment, and maintain POST certified status. Must be POST certified within 12 months of hire, as required by Idaho Code.

Must pass the Idaho POST Firearms training and qualify as required by department and POST standards.

The use of the firearm requires the officer to make "life threatening" decisions in rapidly evolving situations where the potential for injury or death is possible.

**TECHNOLOGY EQUIPMENT AND TOOL SKILLS:** Competent ability to use a personal computer and associated peripherals and use Microsoft Windows 2000 or higher, Microsoft Office XP, databases specific to the County or department (Spillman, Access Idaho, Idaho State Repository, and Access Idaho) Internet, and Microsoft Outlook preferred or ability to obtain such a level within the first year of employment. Ability to use firearms, conducted electrical weapons (Taser), telephone, facsimile machines, copy machines, printers, scanning devices, calculator and general office equipment.

Must possess the ability to read and interpret the Secure Continuous Remote Alcohol Monitoring (SCRAM) bracelet and program to determine if an offender has consumed alcohol or violated the conditions of "house arrest". Update the web based SCRAM program with relevant offender information to ensure accurate and proper monitoring of offenders. Provide "real time" information to Alcohol Monitoring Systems (AMS) for review of any alcohol related offense and testify in court as an "expert" in the areas of alcohol related consumptions and/or violations.

Must possess the ability to read and interpret the Global Positioning System (GPS) software and equipment to ensure offenders required to be monitored under this program are actively and aggressively monitored for public safety issues and concerns. This system requires offenders to be monitored in "real time" mode so that a victim's safety is never compromised.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.kcagov.us/departments/personnel/joblist.asp>

Position #2016-00062  
DIRECTOR, ADULT MISDEMEANOR PROBATION  
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PO Box 9000  
Coeur d'Alene, ID 83816  
(208) 446-1640

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[kchr@kcgov.us](mailto:kchr@kcgov.us)

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**Director, Adult Misdemeanor Probation Supplemental Questionnaire**

- \* 1. For this application, we require a cover letter, resume and copies of certifications. Please verify that you have attached a cover letter, resume and copies of certifications prior to submitting this application.  
 Yes    No
  
- \* 2. Have you fully read the job description?  
 Yes    No
  
- \* 3. Why are you interested in working as the Director of Adult Misdemeanor for Kootenai County, and what is it about your current/last position that causes you to look elsewhere?
  
- \* 4. How would you describe your leadership style a. with staff b. with projects or project management c. with supervising adults on probation?
  
- 5. What is the largest staff you have managed?
  
- \* Required Question