



COUNTY OF LIBERTY

Invites applications for the position of:

JUVENILE PROBATION DEPARTMENT- CHIEF JUVENILE PROBATION OFFICER

OPENING DATE: 06/28/2022

CLOSING DATE: 07/28/2022 05:00PM

MINIMUM QUALIFICATIONS:

Minimum Education and Experience:

Bachelor's degree in Criminal Justice, Management, Behavioral Sciences, Administration, Fine Arts or closely related discipline. Ten (10) years of demonstrated experience working with juvenile justice and five (5) years of executive level experience.

Special Requirements

Must have a current Texas Driver's License and show proof of automobile liability insurance; must remain on call 24 hours a day, 7 days a week.

Must be certified or can be certified as a Juvenile Probation Officer in accordance with Texas Administrative Code and Texas Juvenile Justice Department within a timeframe established by the department.

TYPICAL DUTIES:

Essential Duties and Responsibilities

Administrative Duties:

The Chief Juvenile Probation Officer is appointed by the Liberty County Juvenile Board and is responsible for the overall functions of the Juvenile Probation Department, which includes but not limited to Administrative, Juvenile Service and Support Services. Coordinates an Executive Team overseeing all administrative and operational functions of the department;

The incumbent is responsible for developing and implementing overall direction and strategic priorities within the Department. Responsible for management of Department's performance in accordance with departmental mission and objectives in compliance with applicable local, state, and federal mandates and standards;

Serves as primary liaison between the Department and other juvenile justice organizations, community organizations, and other stakeholders. Works with elected and appointed officials and executive in the County, City, State, and community on matters pertaining to the juvenile justice system;

Ensures state compliance for all certified Juvenile Probation Officers; responsible for all audit and monitoring responses to the Texas Juvenile Justice Department, Governor's Office, and Independent auditors;

Serves as a liaison between JPD, Liberty County Commissioners Court, and the Liberty County Juvenile Board. Oversees and prepares the annual budget for approval by the Juvenile Board for ratification by the Commissioners Court. Reviews and approves contracts, expenditures, and interlocal agreements; and

Reviews, approves, and participates in hiring, evaluation, and training of JPD staff. Leads or participates in staff meetings for long term and operational day to day planning of the Department.

Budget Duties:

Manages operating budget and responsible for making financial recommendations on capital purchases, annual budget, and expense allocations; oversees financial planning for department functions and needs.

General Expectations:

Promotes the Department's public image through participation and membership in civic organizations, professional activities and community forums that are aligned with the Department's mission and vision; represents the Department on various criminal justice interagency committees, board meetings, and other meetings and conferences;

Attends and participates in meetings, training and information sessions;

Commits self to providing excellent customer service and demonstrate commitment through cooperative team and individual efforts; and

Creates a high quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety related training and skills.

Commits to strengthening community partnerships and ensuring the citizens, youth and families receive exceptional attention and service.

Other Important Duties*

Performs such other related duties as may be assigned.

JOB SUMMARY:

Job Summary

The Chief Juvenile Probation Officer works independently and is responsible for directing highly complex operations in accordance with state, federal, and local statutes, rules and regulations. Responsible for developing, implementing, maintaining, and managing programs of the Liberty County Juvenile Probation Department. The Chief Juvenile Probation Officer is responsible for scheduling and overseeing the daily operations of the Department and supervising staff and ensuring State compliance for all certified Juvenile Probation Officers; responsible for all audit and monitoring responses to the Texas Juvenile Justice Department, Governor's Office, and Independent auditors.

ADDITIONAL INFORMATION:

Submit resume to: ascott@libertyjuv.com