

# Napa County Superior Court is seeking applicants for Chief Probation Officer



A Tradition of Stewardship  
A Commitment to Service



## The Position

Appointed by and working closely with the Napa County Superior Courts, under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Probation Department, including assigned divisions, programs, and functional areas; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the County Executive Officer. This classification serves "at will" for the Napa Superior Courts.

## The ideal candidate will possess the following expertise and attributes:

- Possess exceptional leadership skills; be a motivator and maintain a professional demeanor at all times. Integrity must be beyond reproach
- Familiarity with utilizing data analysis to monitor and improve performance outcomes
- Knowledge & expertise with implementing evidence-based practices, principles and techniques in support of delivering and evaluating progressive adult and juvenile probation services
- Visionary leader and innovator who possesses a progressive lens to Probation with experience facilitating department wide service integration models
- A team builder with the proven ability to empower, nurture and coach a team of committed and skilled employees who empowers staff to be high performers
- Be adaptable to change and able to lead major change initiatives
- Understand State or court rules impacting Probation
- Appreciates inclusivity and diversity of thoughts and ideas
- Represent the Probation Department and act as liaison to the community, other departments, elected officials, and outside agencies.
- Manage and participate in the development and administration of the department budget.

## Required Experience and Education

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**Experience** — Ten years of increasingly responsible professional experience in a public or non-profit agency which included program planning and evaluation, budget management, personnel management, and policy development, including five years of management and administrative responsibility. Experience in probation, corrections, rehabilitation programs, and/or law is desirable.

**Education**— A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, corrections, criminology, sociology, psychology, behavioral sciences, or a related field. An advanced degree is desirable.

**License or Certificate** — Possession of a valid driver's license. Completion of mandated Standards and Training for Corrections program requirements; possession of a valid P.C. 832 certificate (Arrest and Detention) within the first year of hire.

## The Department

The Napa County Probation Department is recognized as a leader in the State for their programs and partnerships with the community and other law enforcement agencies. The Department has an operating budget of \$23 million and employs approximately 130 employees. While focusing on the Board of Supervisors' priorities, the Department operates its programs and services as efficiently and effectively as possible, using technology, innovation and creativity to enhance the quality of services provided to its citizens.

## The Napa Valley

The Valley is also home to over 140,000 residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of California's preeminent wine region, Napa County is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

Most of Napa Valley residents live in one of the County's five incorporated cities or towns, ranging from Napa, the County seat with a population of over 79,000, to Yountville, with just under 3,000 residents. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities.

### Application Process

The final filing date: **November 3, 2021**

Please go to: [www.napacountycareers.com](http://www.napacountycareers.com) for additional information regarding the recruitment and to access the online application materials.

Following the final filing date, applications will be screened for minimum qualifications. Those most qualified applicants will be invited to participate in an oral interview, tentatively scheduled for **the week of November 15, 2021**. Only the most qualified candidates will be invited to interview.



## Napa County

A general law county, Napa County is governed by a five-member Board of Supervisors elected by district for four year terms. The Board of Supervisors appoints a County Executive Officer who is responsible for providing overall management for the County's operations, including day-to-day supervision of the County's appointed department heads.

Napa County has a budget of over \$533 million and has enjoyed relative financial stability in recent years compared to many agencies. More than 1,400 county employees provide services to the public through 17 departments—5 managed by elected officials and the remainder managed by a department head appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. County services include land use permitting, road maintenance, social services, public safety, elections, public health, behavioral health, environmental management, airport operations, library services, emergency operations and dozens of other programs that benefit County residents. As an organization, Napa County is dedicated to improving the lives of its residents and reflecting the best of the community's values: integrity, accountability and service.

### Compensation and Benefits

**Annual salary range: \$170,185.60—\$206,897.60**

The County also offers an outstanding benefit package that includes:

- **Vacation** - 15-29 days of vacation annually based upon years of service. Prior government service may be credited toward accrual.
- **Sick Leave** - 12 days earned per year.
- **Holidays** - 11 paid holidays per year.
- **Management & Personal Leave** - 80 hours of management and 19 hours of personal leave credited per fiscal year.
- **Medical Insurance** - Choice of several CalPERS medical plans. The County makes a significant contribution toward the premium.
- **Dental Insurance** - Choice of two Delta Dental plans. County pays full premium.
- **Life Insurance** - One year's salary provided by the County with an option to purchase additional insurance.
- **Retirement** - The County participates in the California Public Employees' Retirement System (CalPERS) offering 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency), and 2% @ 62 for new members.
- **Deferred Compensation** - A choice of a 457 and/or a 401a plan with a County match.
- **Automobile Allowance** - \$220 twice monthly.
- **Cell Phone Allowance** - Allowance dependent upon usage.
- **EAP** - County-paid Employee Assistance Program.

The County of Napa is an Equal Opportunity Employer