



Assistant Chief Probation Officer



THE POSITION

Marin County is seeking a dynamic and experienced professional to join as the next Assistant Chief Probation Officer (ACPO). This is a pivotal role that balances leadership, collaboration, and operational oversight. As second-in-command, this individual will work closely with the Chief to advance a culture grounded in accountability, trust, respect, and integrity, while confidently stepping in during the Chief's absence and offering thoughtful, respectful challenges when needed.

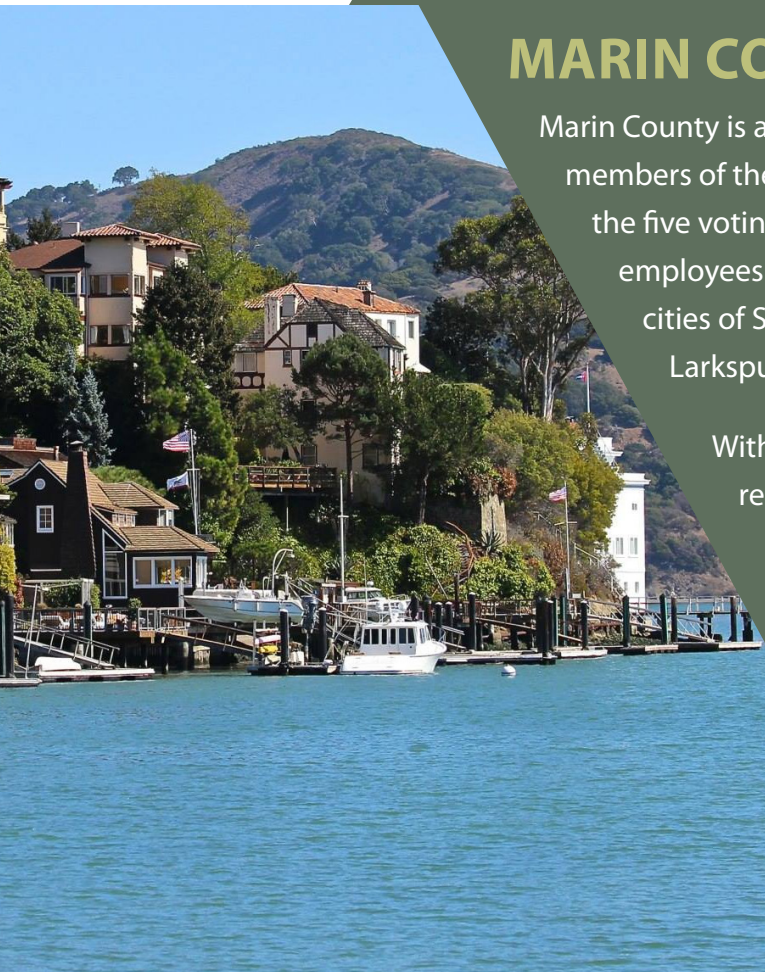
The at-will executive management role offers an exceptional opportunity for a forward-thinking leader who is collaborative, optimistic, and committed to shaping innovative probation practices in a rapidly evolving legal and legislative environment.



MARIN COUNTY

Marin County is a General Law County. The County is governed by five members of the Board of Supervisors, each of whom represents one of the five voting districts of the County. The County employs over 2,200 employees in 22 agencies. Marin County includes the incorporated cities of San Rafael, Novato, Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Ross, San Anselmo, Sausalito, and Tiburon.

With a population of over 260,000 Marin County offers residents an exceptional quality of life defined by open space, safety, and strong community values. The county's mild climate and proximity to San Francisco make it ideal for those who want natural beauty without sacrificing urban convenience. Its schools, libraries, and local services are among the best in the state, and residents take pride in preserving both the environment and the character of their neighborhood.



THE DEPARTMENT

The Marin County Probation Department is dedicated to fostering and providing equitable services to the communities they serve by holding individuals accountable while prioritizing their rehabilitation and growth. They provide support to the justice involved population, victims of crime, and the diverse communities within Marin.

The Department is committed to the preservation of public safety by providing evidence-based prevention, investigation and supervision services, as well as a safe environment for staff and those placed in its custodial care. The Assistant Chief Probation Officer helps lead approximately 126 full-time employees, a \$30 million budget, and is charged with implementing pragmatic administrative and policy initiatives according to the Department's strategic plan.



Excellence, Professionalism, Integrity, and Community.

Our commitment to excellence, professionalism, integrity, and community is reflected in the rehabilitative programs we provide and in our actions. We strive to engage with our community proactively, promoting safety and preventing crime through collaboration and empowerment.

IDEAL CANDIDATE

The ideal candidate brings senior-level experience across adult probation, adult court services, juvenile services, and juvenile hall operations, with a demonstrated ability to manage complex programs, personnel, and labor relations in a unionized environment. The ideal candidate is an adaptive, strategic, and collaborative leader who demonstrates integrity, initiative, and strong emotional intelligence. The ideal candidate demonstrates a commitment to continuous learning, fairness, and alignment with the County's **E.P.I.C. values**.

In addition, they possess:

» **Leadership & Professional Attributes:**

Demonstrates strong leadership, initiative, and the ability to independently manage multiple complex priorities. Skilled multi-tasker with strategic and analytical thinking, including trend analysis and forecasting. Open to feedback, with emotional intelligence and maturity that supports team development.

» **Adaptability & Continuous Learning:** Flexible and adaptable to changing goals and organizational priorities, able to pivot quickly when needed.

» **Stakeholder & Team Engagement:** Experienced in stakeholder outreach and discussion, working closely with assistant department heads to coordinate approaches, ensure consistency, and build productive, healthy work relationships.

» **Fiscal & Operational Accountability:** Has a foundational understanding of budget management and accountability. Ensures fiscal responsibility through careful oversight of expenditures, overtime management, and creative, well-justified business cases. Sets clear expectations while balancing operational efficiency and resource constraints.

Strategic Priorities & Challenges

- » Strengthen partnerships with the Courts, Public Defender, District Attorney, and community agencies.
- » Ensure timely resolution of internal affairs matters and critical incidents.
- » Maintain accountability for departmental policies, training compliance, and legislative responsiveness.
- » Promote fiscal discipline, efficiency, and data-driven decision-making.

- » Support the Chief Probation Officer in executing the department's strategic plan and advancing countywide initiatives.

Examples of duties include, but are not limited to the following:

- » Oversee daily operations of Adult Services, Adult Court, Juvenile Services, and Juvenile Hall, including direct supervision of division directors and professional staff to ensure accountability, consistency, and alignment with departmental goals.
- » Lead annual organizational development and strategic planning initiatives with the Chief Probation Officer, including staffing, forecasting, and academy programs.
- » Develop and implement policies and procedures, ensuring compliance with legislation, county mandates, and best practices.
- » Manage labor relations matters, coordinating with multiple represented unions (PMA, MAPE, MCMEA, Teamsters), and provide leadership in performance management to address underperformance proactively.
- » Direct internal affairs investigations and coordinate critical incident response to ensure thorough and impartial resolution.
- » Support training and legislative initiatives as Co-Chair of the Training and Legislative Committee, representing the department at state and regional meetings.
- » Act as department head in the absence of the Chief Probation Officer.

MINIMUM QUALIFICATIONS

Any combination of education and experience that would provide the knowledge and skills listed below.

- » **A four (4) year degree** in a social or behavioral science, counseling, criminology, or a closely related field, and
- » **Five (5) years of experience working in the field of probation**, or a related field of which **at least two (2) years were at a management level equivalent to the class of Marin County Director of Probation Services.**
- » A graduate level degree in sociology, behavioral science, psychology, counseling, criminology, law business or public administration, or a closely related field may be substituted for one (1) year of experience.
- » Certificates and Licenses Ability to acquire a certificate in search and arrest procedures as required by California State Penal Code Section 832.

Special Requirements

- » State law requires that all applicants must:
 - Have a reputation for honesty and trustworthiness (felony law convictions will be disqualifying).
 - Be a citizen of the United States (or must have filed for citizenship with the Department of Immigration one year prior to employment application date).
- » Section 1031 of the Government Code provides that candidates:
 - Be fingerprinted for purposes of searching local, state and national fingerprint files to disclose any criminal record.
 - Complete and pass a comprehensive psychological test administered by the Probation Department or designated agency.
- » California State Board of Corrections, Standards and Training Commission (STC) requires that candidates attend and successfully complete a specified training program.



COMPENSATION

The annual salary range is **\$197,808 to \$218,026**. Placement within this range is dependent upon experience and qualifications. The County of Marin offers a competitive, full benefits package including:

- » **Retirement:** A defined benefit retirement plan governed by the County Employees Retirement Law of 1937 (CERL), which can be reciprocal with other retirement systems
For more information: www.mcera.org.
- » **Deferred Compensation:** A voluntary deferred compensation 457 plan administered by Nationwide to enhance retirement planning.
- » **Health/Dental/Vision/Insurance:** Cafeteria-style health and welfare benefit plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.
- » **Holidays:** 12 paid holidays and 2 floating holidays per fiscal year.
- » **Vacation:** Starting at 15 days per year and increases through years of service.
- » **Sick Leave:** Up to 12 days per year.
- » **Management Leave:** 40 hours per fiscal year.

The County does not participate in Social Security except for a mandatory Medicare contribution.

For more information about benefits, [Employee Benefits](#)

APPLICATION & SELECTION

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues, who will not be contacted until final stages and only with prior permission of the candidate). **This position has a closing date of December 5th at 11:59 pm PST.** Resumes should reflect years and months of employment, beginning/ending dates, as well as the size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/2546>

For additional information about this position, please contact:

CPS HR  CONSULTING
Your Trusted HR Advisor For 40 Years

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