



Statewide Probation Administrator

JOB ANNOUNCEMENT: Probation Administrator, Executive Service, Grade 118, Salary Range \$6,087 to \$10,957.

This position oversees all probation-related systems, business processes, technology, organization structures and job roles for TDOC Community Supervision. The Probation Administration is responsible for TDOC probation practices, including standardization of probation processes, probation training development, probation violation policies and forms. The position is responsible for identification of performance and resistance gaps, and development and execution of corrective actions. In addition, strategic planning for development and implementation of communication strategies with courts and other community and criminal justice partners is required of this position.

The Probation Administrator reports to the Assistant Commissioner of Community Supervision and participates in administrative activities such as development and implementation of agency policies, measurements, standards, and procedures. The position acts as a guide, mentor and coach to Community Supervision field leadership and assists in the development and achievement of goals for state, including implementation of initiatives and performance accountability. The Probation Administrator position requires a proven record of managing accountability from a supervisory perspective.

The Probation Administrator acts as a representative of Community Supervision and the Tennessee Department of Correction in performing important public contact and liaison work with law enforcement, court representatives, legislators, community leaders, offenders, their families, victims, and the general public. The incumbent is expected to be a resource and provide support for staff at all levels of the Department of Correction.

Minimum Qualifications:

A Bachelor's Degree with five years of related management and administrative experience. Five years supervisory experience and three years probation or parole-related experience required. Prefer an advanced degree in any of the following fields: penology, law enforcement, law, public administration, rehabilitation, or social work.

To Apply: Submit the following to: BI_CommunitySupervision@tn.gov.

- Letter of application, with a complete resume reflecting education and specific positions held
- Include information relative to leadership roles
- Include salary history and requirement

Closing: Position will remain open until filled.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.