Los Angeles County EXECUTIVE CAREER OPPORTUNITY

Executive Officer

(Executive Assistant, Probation) (UC)



COUNTY OF LOS ANGELES PROBATION

Building safer communities through positive change.

Los Angeles County DEPARTMENT OF Human Resources

Applications will be accepted August 13, 2026, until the position is filled.



The County of Los Angeles

The County of Los Angeles serves a demographically and geographically diverse population of more than 10 million residents. Employing over 100,000 employees in 39 departments who work in roles as broad as law, civil engineering, public safety, healthcare, and human services, the County operates with an annual budget of $50.3 billion for the fiscal year 2026 - 2027. The County is a Fair Chance employer, committed to diversity and inclusiveness in its workforce. It is a culturally diverse economic and cultural hub, driving major elements of the national and world economies. It is the center for arts, media, and entertainment - unlike anywhere else.





The Department

With over 5,545 budgeted staff and a $1 billion budget, the Los Angeles County's Probation Department is the nation's largest probation department, delivering services from over 40 facilities, including 24 juvenile and/or adult field offices, two pretrial services offices, one juvenile hall, one secured youth treatment facility, three juvenile camps, a residential treatment facility, and a consolidated girls and gender expansive youth facility.

Our department is a critical part of the County's efforts to develop an equitable, rehabilitative, and restorative justice system that provides the highest-quality evidence-based services to youth, adults, and the community at large.

These populations are directly served by the professionals employed by the Probation Department, where it is our privilege to provide sustainable pathways of rehabilitation and reintegration outside the world of incarceration.

With the Board of Supervisors' vision of "Care First, Jails Last," the County actively seeks alternatives to incarceration. The Department is focused on providing services to clients through a wide discipline of need-based supportive services. These include health, mental health, substance use disorders, housing, employment, and service navigation support that is essential to rehabilitation and success.



Ideal Candidate

We are seeking a highly organized and detail-oriented Executive Assistant to join our team within the Office of the Chief Probation Officer. Reporting directly to the Chief Deputy Probation Officer, the selected individual will play a pivotal role in implementing strategic initiatives, managing special projects, and representing the Department at multi-agency endeavors. The ideal candidate will possess a strong understanding of government operations, exceptional communication skills and political acumen, and the ability to manage multiple priorities in a fast-paced environment. This position requires flexibility, commitment, and a proactive approach to problem-solving. The successful candidate will be an integral part of our mission to enhance the efficiency and effectiveness of government services, thereby positively impacting our clients and the communities we serve.

Key Responsibilities

- Exercise sound judgment and provide recommendations to support smooth operations and effective day-to-day interactions across the Department.
- Facilitate clear and timely communication between the Department and internal and external stakeholders, fostering a collaborative and informed work environment.
- Support the Chief Deputy Probation Officer in managing Board directives, departmental priorities, and executive-level initiatives.
- Apply project management and administrative expertise to complete a wide range of tasks that enable the Chief Deputy Probation Officer to lead effectively, including assisting with special projects and preparing complex documents, reports, and presentations for executive review.
- Gather, analyze, and prepare information for meetings involving staff and external partners, while maintaining accurate and updated contact lists.
- Serve as a liaison between executive leadership and stakeholders on matters related to the Chief Deputy Probation Officer, particularly those that are confidential, sensitive, or high-priority. Assess situations to determine the appropriate action, referral, or response in alignment with the Chief Deputy Probation Officer's leadership style and organizational role.
- Anticipate the needs of the Chief Deputy Probation Officer in advance of meetings, conferences, and engagements to ensure preparedness and continuity.
- Coordinate all Executive Leadership Team meetings by organizing logistics, preparing agendas, developing and distributing presentation materials, taking minutes, and tracking follow-up actions.
- Assist with project management activities to ensure timely execution of initiatives by delegating tasks to appropriate staff on behalf of the Chief Deputy Probation Officer.
- Collaborate with the Executive Leadership Team to manage outreach activities for the Chief Deputy Probation Officer, ensuring appropriate follow-up to maintain and strengthen stakeholder relationships.
- Identify, plan, and manage programs, services, special projects, research efforts, assignments, and management studies involving a broad range of issues affecting departmental operations.
- Evaluate and contribute to the development of departmental policies and procedures to enhance workflow and anticipate future organizational needs. Provide consultation on the creation of new plans, systems, and policies.
- Assist in selecting vendors, equipment, services, and supplies essential to departmental operations.
- Handle confidential and sensitive information with discretion, professionalism, and integrity.
- Perform additional duties or special projects as assigned to support the Department's overall mission and operational effectiveness.



Qualifications

- A bachelor's degree in business administration, public administration, or a closely related field.
- Five years of highly responsible experience in an administrative, advisory, or staff capacity, including extensive contact with Probation, criminal justice agencies, and other public agency representatives, dealing with legislative, community, governmental, or similar complex problems. At least three years of the required experience must include the preparation and recommendation of departmental policy on the most complex and sensitive departmental issues involving budget, personnel, program operations, and other organizational matters in a large human services agency.
- A valid California Class "C" Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirables

- Extensive knowledge and executive management experience within a comprehensive and complex governmental agency involved in probation or parole work.
- Demonstrated fiscal responsibility of an operating budget of $100 million or more; and recent experience managing a staff of 1,000 or more employees.
- Knowledge of various Federal and State laws and regulations as well as County and Departmental policies and procedures applicable to probation.
- Knowledge of and ability to interpret and apply provisions of California legal codes and statutes relating to adult and juvenile offenders.
- Knowledge of programs and policies related to delinquency prevention control.
- Demonstrated strategic planning experience required to introduce and recommend new legislation; set program and strategic goals and objectives; and to manage and deploy physical, financial and personnel resources.
- Demonstrated public relations skills involving the various media outlets.
- Demonstrated leadership abilities and excellent interpersonal skills.
- Excellent oral and written communication skills.



Compensation

Annual Salary: $152,556 to $237,255

Starting annual salary will be dependent on qualifications and career accomplishments. This unclassified position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP) and is compensated at the MAPP Range of R13.

Benefits

The County provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will participate in a defined benefit plan.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% of the employee's monthly salary.
- **Flexible Spending Accounts** – In addition to tax-free medical and dependent care spending accounts, the County contributes $75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution of up to 4% of the employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution of up to 4% of the employee's salary.
- **Non-Elective Days** – 10 paid days per year with the option to buy elective annual leave days. Annual leave can be used for vacation, sick, or personal leave.
- **Holidays** – 13 paid days per year.

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How to Apply

Please go **HERE** to create a profile and submit your letter of interest and resume.

For confidential inquiries, please contact:

Tom Britt
Executive Recruiter
Department of Human Resources
Cell: (213) 330-6067
Email: tbritt@hr.lacounty.gov

