PRESENTATION OF QUALIFICATIONS

ELIZABETH ANN FRITZ

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OBJECTIVE To obtain a position where an effective leader, communicator and administrator, with a successful criminal justice background, can contribute to organizational goals.

PROFESSIONAL

PROFILE: Offering consistent achievement and contribution in positions that have provided diversified experience in employee supervision, including higher management oversight, leadership, and community liaison, public speaking, coupled with a solid background experience in the criminal justice field. A skilled organizer and problem solver, able to plan and prioritize to meet deadlines and quality goals. An effective communicator and coordinator; capable of working independently, directing and motivating others, or contributing to the collaborative efforts of a team. Experience in monitoring and administrating workload in organization. Established and evaluated department goals, collaborated and delegated. Provided oversight on budget decisions. Able to adapt to change and exercise sound decision-making judgment; attentive to detail, thorough and quality­ oriented.

SKILL

SUMMARY: ® Management ® Leadership ® Public Speaking ® Grant Writing

® Community Liaison Activities ® Interviewing ® Advising ® Motivation

® Evaluation ® Staff Training ® Personnel Issues

® Strong communication skills ® Administer Workflow ® Delegate

® Program Development ® Project Coordination ® Fiscal Management

® Decision Making ® Time Management ® Problem Solving

EDUCATION: SHIPPENSBURG UNIVERSITY

M. S. in Administration of Justice/Criminal Justice, 1986

KUTZTOWN UNIVERSITY

B. S. in Criminal Justice, 1981

Professional Development

Constant learning within the workplace and through ongoing involvement in career-related education. Past nine years received additional training in personnel supervision and leadership skills.

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PROFESSIONAL

HISTORY **CHIEF JUVENILE PROBATION OFFICER** (April 2009- Current)

* See addendum

**DEPUTY CHIEF** (June 2007- April 2009)

LEHIGH COUNTY JUVENILE PROBATION DEPARTMENT, Allentown, PA

• Viewed as leader in department by staff and management

• Provided oversight in a management of operations and workflow in department

• Acted in capacity of department head during transition and absences of Chief

Juvenile Probation Officer.

• Coordinated and collaborated with other county department heads.

• Participated in multiple strategic planning committees.

• Analysis of workflow, implementation of goals.

• Highly effective at addressing problematic personnel issues.

• Direct oversight and coaching of management team.

• Developed and monitored department policies

* Ongoing review of fiscal and budgetary issues. Developed methods to improve internal monitoring of fiscal matters

• Showed visionary abilities with initiatives such as Risk Need Assessments, Case

Management Essentials, School Justice Panels, OCYS/JPO joint case protocol,

• Empowered staff and management through delegation to assist in planning on department operational issues and future vision.

**SUPERVISOR (**2000 to June 2007)

• Awarded JCJC Supervisor of the Year for State of PA 2002.

• Managed eight probation officers in the most demanding problematic area within the city. Conducted monthly unit meetings and individual supervision meetings. Administration and staff training duties. Worked in team approach with other management. Active in community liaisons and public speaking roles.

• Highly interactive with federal. state and local government officials.

• Developed, implemented and coordinate police/probation partnership (Night Lite. SHOCAP, PSN and Aftercare/MST position), in Lehigh County.

• Active advisor and chairperson for several city, county, state and federal committees.

• Nominated for top honor of President Judge Award for Lehigh County, 2002.

• Developed, Coordinated and Planned 2006 Youth and Family Community Fair for Lehigh County residents.

**PROBATION OFFICER** (1982 to 1987) (1989 to 2000)

Worked with juvenile offenders and the respective contact (police. schools, families) as Senior Intake Probation Officer; prepare court reports and make oral presentations in court Work involves program development, staff training, counseling and supervision of a large caseload. Previously worked with adult clients.

• Work as a collaborative team member with diverse groups including government officials, law enforcement, schools and community agencies.

• Chosen by college administrators to perform contract work for the University of Pennsylvania, involving interviewing of probation officers throughout the state regarding school based probation issues.

• Selected to serve on the department's Restructuring Committee; responsible for troubleshooting and restructuring the entire Probation Department

• Demonstrated ability to prioritize and coordinate multiple tasks in a high-pressure work environment

• Nominated for Probation Officer of the Year honor for the state of Pennsylvania in 1995 and 1986. Nominated for Outstanding County Employee 2002 and 1999.