



Classification: Division Assistant Director (PRD)

Title Code: V07901

Pay Range: 30

POSITION SUMMARY: This is a highly technical, supervisory, and administrative position responsible for directing and managing the following sections within the Patrol Records Division (PRD): Arrest Records, Non-Patrol Accident Records, and Patrol Accident Records. This position provides support to the director in planning, coordinating, and directing the activities and personnel of the section. General direction is received from a superior, but considerable independent judgment and discretion must be exercised, and the employee is given latitude for using independent judgment and initiative in attaining overall objectives.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Oversees and coordinates division programs/systems, and the associated units, to include, but not limited to: Statewide Traffic Accident Records System-STARS, Fatality Analysis Reporting System-FARS, Traffic Arrest System/DWI Tracking System-TAS/DWITS, and U.S. Coast Guard's Boating Accident Report Database-BARD, division equipment, supply control, etc. This position is responsible for frequent coordination and interaction with Patrol components, vendors and contractors, as well as state, local, and federal agencies, to include routinely advising and briefing command staff and other personnel regarding developments, research, and strategy.

Works with the section supervisors to develop and establish goals and project plans.

Ensures proper training and resources are available for the section to provide current and successful development and support of related programs, technologies, and software being utilized by Patrol personnel, as well as associated outside agency personnel.

Prepares, evaluates, and oversees the grant applications, bid specifications, and the division budget, to include, but not limited to, the documentation for budgeting, legislative approved spending authority, funding, and acquisition of tools, technology, contractual services, education, implementation, and use.

Reviews existing and new standards, policies, procedures, and prepares professional documentation, to include, but not limited to, fiscal note responses, bill reviews, and assisting in writing draft legislation and/or changes to Code of State Regulation relating to PRD.

Prepares written correspondence, reports, statistics, and analytical information for the division director, Patrol components, and command staff. Reviews outgoing division correspondence and information.

Directs the work of PRD professionals, to include the training and instruction of personnel to ascertain that work is performed in accordance with established standards and that new methods and techniques are properly understood.

Serves as liaison to vendors, consulting firms, and external state, local, and federal agencies.

Provides support to the division director and assists in the operation of the division; assumes responsibility of the division in the director's absence or as assigned.

Serves as an assistant Custodian of Records in absence of the director by appearing in court when subpoenaed, processing requests for records, certifying motor vehicle/boating crash or arrest records as official copies of records kept as part of normal MSHP business, and controlling access to closed records.

Attends meetings and manages partnerships with other state agencies, local criminal justice agencies, customers, stakeholders, and other external vendors, to include assisting in developing and teaching accident reporting/classification to Patrol employees, law enforcement agencies, and training center instructors statewide.

Researches and pursues new technologies and best practices.

Performs work-related travel as necessary.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the Sunshine Law, juvenile laws, and other state/federal laws, and Patrol policies/procedures relating to the collection, dissemination, and reporting of STARS, BARD, TAS/DWITS, FARS, arrest/court disposition and motor vehicle crash records/data and their corresponding databases.

Thorough knowledge of Patrol policies, procedures, rules, and regulations, and how they relate to the operations of the Patrol Records Division.

Thorough knowledge of the National Safety Council's Classification of Motor Vehicle Traffic Accidents, ANSID.16.

Thorough knowledge of computer operating systems as they pertain to related programs and technical services (e.g., HP70 System, SAM II Financial, STARS, BARD, TAS/DWITS, FARS, etc.)

Thorough knowledge of the Missouri Uniform Crash Report Preparation Manual and Boating/Drowning Accident Investigation Report Preparation Manual.

Thorough knowledge of the principles of project management, the procurement process, and the strategic planning process.

Thorough knowledge of the principles and practices of supervisory and management techniques.

Thorough knowledge of modern office practices and procedures.

Thorough knowledge of national standards for the classification of motor vehicle traffic accidents.

Considerable knowledge of decision-making techniques and fundamentals of oral and written communication.

Working knowledge of various standards, assessments, and recommendations approved by the U.S. Department of Transportation pertaining to motor vehicle crash and arrest/citation/adjudication data systems.

Working knowledge of the agency's functions and their inter-relationships, to include MSHP's policies, procedures, rules, and regulations.

Working knowledge of the principles and practices of budgeting, purchasing, grant management, and fixed asset inventory management as it relates to state government.

Working knowledge of the principles of fiscal administration, to include budgeting and reporting.

Working knowledge of Patrol and state policies and procedures dealing with budgeting, fixed asset management, grant administration, inventory, and purchasing.

Working knowledge of the basic rules of grammar and arithmetic.

Possess high-level skill in legal interpretation and policy development.

Possess good public speaking skills and the ability to interact with a variety of business professionals.

Must be skilled in time management techniques and prioritization.

Must possess excellent interpersonal skills to deal effectively with various personalities.

Ability to analyze, direct, and manage the implementation of special projects, assignments, and programs.

Ability to prepare and maintain standards, policies, procedures, guidelines, and technical manuals.

Ability to analyze and interpret monthly statistics, to include developing new and improved methods and techniques in response to PRD data; and the ability to compile and manipulate statistical data for the development of pamphlets, booklets, and other statistical data.

Ability to evaluate the effectiveness of training programs, changes, and enhancements to computer systems, changes to various reporting documents, etc.

Ability to develop and present before large groups of people in a professional manner, to include training sessions, meetings, and briefings.

Ability to work closely as a cooperative team and display professionalism and team leadership in the training and supervision of others, to include the monitoring and evaluation of others.

Ability to work independently in an organized, efficient manner and exercise independent judgement and discretion.

Ability to demonstrate excellent management skills.

Ability to provide technical assistance and guidance in work methods and program procedures.

Ability to effectively plan, develop, and organize materials for training purposes.

Ability to train others in a classroom or one-on-one setting.

Ability to calculate figures and establish budgetary constraints.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to testify in court.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a graphic or sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to perform job related travel.

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possess a bachelor's from an accredited college or university in a field closely related to the assigned division's purpose and function,

AND

Seven years of progressively responsible work experience in a closely related field. (Graduate work in a closely related field from an accredited college or university may be substituted on a year-for-year basis for up to two years of the required experience. Responsible supervisory work in a closely related field may be substituted on a year-for-year basis for the formal education requirement.) At least one year of work experience must be at a supervisory level.

NECESSARY SPECIAL REQUIREMENTS: Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

Obtain all certifications and/or complete all required training provided by accredited associations necessary for the division's successful function within 12 months of appointment, or as soon as scheduling will allow.

FLSA STATUS: Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.