



Classification: Division Director
Title Code: V07900
Pay Range: 33

POSITION SUMMARY:

This is a responsible administrative and managerial position where the employee is responsible for planning, organizing, coordinating, and directing the various programs, services, and activities related to the operation of the division. Supervision is exercised directly and indirectly through the assistant director and division supervisors over all division personnel. Considerable independent judgment and discretion must be exercised in contacts with subordinates, the public, and personnel from state, local, and private agencies. Work is performed independently under general administrative direction.

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.)

Responsible for all personnel, functions, and activities related to the operation of the division.

Supervises all aspects of the division; plans, assigns, coordinates, and evaluates the work of division personnel.

Prepares, reviews, and approves all correspondence, reports, and documentation disseminated by the division.

Provides assistance and direction to other Patrol components and the general public regarding policies and activities related to the division's responsibilities.

Evaluates subordinates' work performance to determine training needs, strengths and weaknesses, improve performance, and facilitates professional growth by establishing goals, objectives, and standards; counsels subordinates, if necessary, in order to bring problem areas to their attention; meets with employees and discusses observations and evaluations of their work performance.

Responsible for all fiscal requirements related to the division; develops and monitors the division budget.

Establishes, reviews, disseminates, and monitors progress toward division goals and objectives as related to the division's and Patrol's strategic plan.

Appears before legislative committees in regard to appropriations and legislation that may affect the division and/or the Patrol.

Serves as a liaison with departmental administrative personnel, other agencies, industry representatives, and the general public.

Performs other related work as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the Patrol's policies, procedures, rules, and regulations.

Extensive knowledge of the basic principles of supervision.

Ability to make decisions in accordance with laws, policies and regulations, and apply these to work related problems.

Ability to manage, delegate, motivate, and evaluate the work of others.

Ability to develop and monitor the division's budget.

Ability to perform administrative duties as outlined in the description of duties performed.

Ability to work closely with others as a cooperative team and display team leadership.

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

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 sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

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

AND

Ten years of progressively responsible work experience in a closely related field; at least two years of the work experience must have been at a supervisory level. (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 four years of work experience must be at a supervisory level.

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NECESSARY SPECIAL REQUIREMENTS:

Successful completion of the Patrol's Managerial 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.