



**Classification:** Division Assistant Director (CLD)

**Title Code:** V07901

**Pay Range:** 30

**POSITION SUMMARY:** This is very responsible, professional, and advanced technical position assisting the Division Director in directing the activities of the Crime Laboratory Division and satellite laboratories statewide. The Assistant Director works with the Director in assuring the efficient operation of the Crime Laboratory Division and is responsible for the Division in the absence of the Division Director. The individual in this position exercises considerable independent judgment and discretion with interaction with Patrol personnel, the public, and personnel from other federal, state, and local entities. Work is performed under minimal supervision with considerable independent judgment, decision making, and discretion required.

**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 the activities of laboratory managers, and their areas of responsibilities, covering the activities of the forensic science disciplines at GHQ and the satellite labs. Is directly involved in the management and day to day operations of the Division.

Assists with the management of the Division's budget including budgeting of Division's expenses, preparation of decision items, and updating the Division Program Description.

Reviews legislation and prepares Division fiscal notes. Coordinates Division suggestions for proposed new legislation.

Meets with legislators, state agency officials, and local and county officials on matters pertaining to forensic science. Testifies in the Director's absence at legislative and budget hearings.

Monitors grant programs within the Division. Seeks grant opportunities, authors grants, and assigns other individuals to write grants within their areas of expertise, and oversees the general compliance with grant reporting and grant requirements.

Oversees the procurement process for purchase of new laboratory equipment, and makes recommendations for equipment acquisition and replacement.

Oversees the renewal of existing state contracts and the establishment of new state contracts for the Division.

Manages laboratory renovation and construction projects. Assists with coordination of maintenance, repair, and upgrades of laboratory facilities.

Oversees facility security for all laboratory sites and serves as network Local Agency Security Officer for the Division.

Assists with ensuring continued adherence to American Society of Crime Laboratory Directors / Laboratory Accreditation Board International accreditation standards and the FBI DNA Quality Assurance Standards.

Coordinates the tracking of laboratory caseload and casework performance by means of statistical reports to the Director.

Assigns and evaluates the work of crime laboratory managers and supervisors, including special projects and programs, to ensure effective and efficient operation of the Division.

Works with Director and other lab administrative staff to maintain and update the Strategic Plan and the Division component of the Patrol's annex to the State Emergency Operations Plan.

Works with the Director and other laboratory administrative staff to develop Division goals and objectives, and to monitor success achieving goals and objectives.

Assists Division Director with preparation of the Division's Annual Report, Bureau Report, and any other required reports.

Assumes responsibility of the Division in the Director's absence, as assigned, to assure that continuity of operations is maintained.

Participates in financial and performance audits and works with State and Federal auditors to ensure compliance with necessary requirements.

Speaks on behalf of the Division at public events regarding laboratory activities and services.

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

Coordinates instruction of law enforcement officers and Patrol Recruits in areas related to forensic science, and evidence collection and preservation.

Coordinates, prepares, and tracks Personnel Actions for Division personnel.

Coordinates, plans, and tracks external professional training of Division personnel and required follow up reporting.

Coordinates and tracks professional memberships of Division personnel.

Assists in preparing, reviewing, and editing written communications related to general business correspondence, laboratory manuals, General Orders, and Division Special Orders.

Coordinates and tracks Division responses to Sunshine Law requests and other legal discovery requests.

Performs a variety of administrative duties (approves/disapproves timesheets of subordinates, approves expense reports; conducts employee performance evaluations; attends required meetings; serves on committees as assigned; and handles personnel issues associated with Division staff).

Serves as liaison to other Patrol components and external state and federal agencies when required.

Administers the Random Drug Testing program for the Division.

Provides administrative oversight of the Division Safety Program and the Division Safety Officer.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of the forensic science disciplines of drug chemistry, toxicology, trace evidence, biology, DNA, firearms / tool marks / footwear evidence, latent print processing and examination; knowledge of AFIS and CODIS databases.

Knowledge of state, federal, and local criminal laws and regulations as they relate to the examination of physical evidence and rules of evidence.

Knowledge of the ASCLD/LAB International laboratory accreditation program.

Knowledge of the acceptable manner in which forensic science testimony should be presented, ethical standards expected of forensic scientists, and reputable certifying boards and bodies that offer certification for criminalists.

Knowledge of State purchasing rules and processes.

Knowledge of the external proficiency test providers approved by ASCLD/LAB.

Knowledge of Crime Laboratory Division and Patrol policies and procedures.

Knowledge of the basic principles and techniques of supervision.

Knowledge of decision-making techniques and the fundamentals of oral and written communications.

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

Ability to operate computer hardware and software with a high degree of proficiency.

Ability to establish and maintain effective working relations with others.

Ability to plan projects and programs necessary to ensure effective and efficient operation of the Division.

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

Ability to maintain confidential records and files.

Ability to understand and follow written and oral communication.

Ability to plan, direct, and assign the work of others.

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

Ability to handle restricted and confidential information in a professional manner.

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

Ability to effectively manage multiple complex tasks simultaneously.

Ability to perform job-related travel.

Ability to respond to urgent work related matters at any time.

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.)

A bachelor's degree from an accredited college or university (course work taken must fulfill the requirements for at least one of the criminalist supervisor positions within the Patrol's crime laboratory).

AND

One year experience as a Laboratory Manager with the Missouri State Highway Patrol.

**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.