



**Classification:** Division Assistant Director (Administrative Support Section)

**Title Code:** V07901

**Pay Range:** 30

**POSITION SUMMARY:** This is very responsible administrative work assisting in the management of the Criminal Justice Information Services (CJIS) Division, as well as in directing and managing the CJIS Division's Accounting Unit and clerical staff. This position is responsible for providing support to the Division Director in the planning and general management of the division's budget, personnel, policy and procedure development, supply, and other administrative areas as designated. 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.):

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.

Supervises assigned units of the division; plans, assigns, coordinates, and evaluates the work of assigned personnel.

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, to bring problem areas to their attention; meets with employees and discusses observations and evaluations of their work performance.

Administers the budget for the CJIS Division, and provides contractual and budgetary services related to all activities associated with the division's budget, personnel, and financial responsibilities.

Prepares and facilitates cost allocation plans to equitably charge user agencies for services provided.

Makes recommendations in preparing, monitoring, approving, and reconciling financial accounting records and mandatory financial reporting, to facilitate the division's core budget, revolving funds, and grant appropriations; coordinates with Budget and Procurement Division regarding associated budget appropriations, invoicing, personnel services budget, financial projections, budget decision items, financial and administrative fiscal notes, and fiscal year-begin, year-end, and routine activities relative to the state's financial accounting system.

Serves as the liaison with administrative, budgetary, and procurement personnel in the Office of Administration, other state agencies, and local criminal justice customer agencies, in coordinating contracts, billing procedures and other administrative initiatives relative to the daily operation of the division.

Facilitates product research activities, OA telecommunications/phone bills and Patrol account management and accountability, procurement of CJIS-related purchases, and agency-wide Information Technology-related purchases, including quotation requests/negotiations, orders and purchase order preparation, product procurement, and invoice payment.

Assists the Director in reviewing, formulating, writing, implementing, and monitoring those activities related to the Division's responsibility for administrative and personnel policy development, including division memorandums and special orders, administrative reports, and budget and financial report development.

Attends meetings and manages partnerships with other state agencies, customers, stakeholders, and other external vendors.

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

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

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

Thorough knowledge of computer operating systems as they pertain to related programs and technical services.

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

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

Considerable knowledge of modern office practices and procedures.

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

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

Knowledge of General Accepted Accounting Principles (GAAP) and methods, as well as the conceptual and applied practices of governmental accounting.

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/or maintain reports, standards, policies, procedures, guidelines, and technical manuals.

Ability to gather, assemble, correlate, analyze, and interpret monthly statistics, to include preparation, and administration of the division budget.

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 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 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 degree in a related field, and two years experience in duties related to the position; or possess six years experience in duties related to the position.

Preference may be given to those possessing supervisory experience.

**NECESSARY SPECIAL REQUIREMENTS:** Possess or obtain and maintain a valid driver license.

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.

**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.