



Classification: Division Assistant Director (Support Services)

Title Code: V07901

Pay Range: 30

POSITION SUMMARY: This is a highly technical, supervisory, and administrative position responsible for directing and managing the Division of Drug and Crime Control's (DDCC) Support Services Section. This position provides support to the director in planning, coordinating, and directing the activities and personnel of the section. This section includes the following areas: Accounting, Clerical, High Intensity Drug Trafficking Area (HIDTA), Narcotics, Special Investigations, and Violent Crime Support (VCSU). 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 and the associated units, to include, but not limited to: fleet control, mobile device control, as well as equipment and supplies control. 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 section managers to develop and establish goals and project plans.

Ensures proper training and resources are available 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 grant applications and bid specifications, to include other documentation for funding and acquisition of tools, technology, contractual services, education, implementation, and use.

Reviews existing and new standards, policies, procedures, as well as prepares professional documentation.

Directs the work of DDCC 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.

Attends meetings and manages partnerships with other state agencies, local criminal justice 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 state and federal laws, rules and regulations pertaining to the collection, storage and dissemination of criminal records, to include criminal history record information and personally identifiable information.

Extensive knowledge of the criminal justice system and law enforcement procedures as they relate to Criminal Justice Information Services Security Policy and Missouri Uniform Law Enforcement System (MULES) Policy.

Comprehensive knowledge of General Accepted Accounting Principles (GAAP) and methods, as well as the conceptual and applied practices of governmental accounting, to include state and federal laws, rules and regulations governing the expenditure and reporting of state funds.

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 the flow of cases through the criminal justice system, to include the operation of local and state court systems.

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.

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

Working knowledge of the principals of information system audits and security testing

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 DDCC data.

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 three years experience in duties related to the position, or seven years experience in duties related to the position.

Preference may be given to those possessing supervisory experience.

NECESSARY SPECIAL REQUIREMENTS: Must be a United States Citizen or a legal resident of a country participating in the Visa Waiver Program (VWP).

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.