



**Classification:** Division Assistant Director

**Title Code:** V07901

**Pay Range:** 30

**POSITION SUMMARY:** This is a responsible administrative and managerial position assisting in the planning, organizing, coordinating, and directing of various programs, services, and activities related to the operation of the division. Supervision is exercised directly and indirectly through the division supervisors over assigned division personnel. Considerable independent judgment and discretion is expected within the framework of established procedures. 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.)

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 sections of the division; plans, assigns, coordinates, and evaluates the work of assigned 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.

Assists the division director with developing and monitoring the division's budget.

Assists the division director with establishing, reviewing, disseminating, and monitoring progress toward division goals and objectives as related to the division's and Patrol's strategic plan.

Provides data necessary to division director to testify at legislative hearings; attends hearing in which department personnel are testifying to provide additional information, if needed.

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

Performs other related work as assigned.

**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

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 two years 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.