Please submit resumes to:
Brandy Brannon, Director of Human Resources
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East Texas Council of Governments
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Position Description

Working Title: Director of Criminal Justice & Public Safety
Division: Criminal Justice & Public Safety
Reports to: Executive Director
State Classification: Director II

FLSA Status: ☒ **Exempt** ☐ **Non-Exempt**

POSITION SUMMARY

The Director of Criminal Justice and Public Safety (CJ&PS) is responsible for management and overall planning, implementation, and monitoring of criminal justice and public safety programs designed to help reduce crime, improve the justice system, and increase public safety throughout the East Texas Region. Performs complex technical and managerial work to provide direction for planning and strategic operations. Work includes strategic planning and evaluation, development and review of policies and guidelines, and ongoing knowledge of all technical, statutory, and procedural issues related to CJ&PS. The Director is also responsible for ensuring appropriate systems are implemented to ensure contractual, financial, and administrative compliance both internally and externally.

SPAN OF AUTHORITY

With general direction from the Executive Director performs required duties with wide latitude for use of independent judgment. Confers with the Executive Director on all major policy and personnel recommendations. Adheres to financial constraints and/or budgets; seeks approval for any exceptions. Ensures that subordinate staff maintain compliance with State and Federal laws and regulations governing CJ&PS. Must perform duties in accordance with ETCOG's customer service standards as expressed in the "Customer Service Creed" with a thorough understanding of the overall mission of ETCOG.

DESCRIPTION OF WORK

PROGRAM DEVELOPMENT AND REGIONAL LEADERSHIP (40%)

Provides leadership and support to all levels of CJ&PS program delivery. Works with elected officials and local government representatives to identify and address community law enforcement needs. Seeks efficient and effective regional solutions to such needs. Plans and develops criminal justice projects and homeland security projects targeted to local and regional needs. Provides technical assistance and support for the development and submission of federal and state criminal justice and homeland security grant applications, for funding streams such as the Victims of Crime Act (VOCA); STOP Violence Against Women Act (VAWA); Safe and Drug-Free Schools and Communities Act (SDFSCA) and the Juvenile Justice and Delinquency Prevention Act (JJDP), among others. Manages the Regional Police Training program, including oversight and management of the East Texas Police Academy sub-contract. Manages the Regional Juvenile Justice program. Writes grant applications for ETCOG projects. Develops and delivers annual grant-writing workshops for the ETCOG region. Works in close conjunction with the Director of 9-1-1 Emergency Services on the provision of coordinated, and to the extent practicable, integrated services to first responders. Establishes and implements systems to review and monitor all financial and contractual relationships with local governments, service providers, vendors, and other governmental agencies. Develops and implements performance standards for criminal justice public education and contract enforcement. Represents ETCOG at business meetings, hearings, legislative sessions, conferences, and seminars or on boards, panels, and committees.

CJ&PS PLANNING, POLICY DEVELOPMENT, AND EXECUTIVE COMMITTEE/ADVISORY COMMITTEE WORK (30%)

Plans, develops, and implements annual business/strategic plan for CJ&PS service delivery. Oversees and provides technical support for the development and updating of Hazard Mitigation and Homeland Security, and other Plans as required for the region. Develops policies and procedures, as needed, for the regional CJ&PS service delivery. Coordinates the work and provides support for the 20-member Criminal Justice Advisory Committee and the 24-member Homeland Security Advisory Committee, specifically including the review and objective ranking of grant applications submitted by applicants within the 14-county region. Prepares for and delivers presentations to the public, and ETCOG Executive and Advisory Committees, as required. Recommends initiatives, strategies, and performance standards based on review of reports, studies, technical data, investigations, research, and training.

ADMINISTRATION, STAFF DEVELOPMENT AND SUPERVISION (25%)

Oversees the daily management of CJ&PS programs and services with the overall objective of increasing the effectiveness and efficiency of the operation. Works strategically to develop supervisors and line staff and remove barriers that prevent stellar performance. Provides a full range of direct supervision to subordinate staff.

Makes recommendations that carry particular weight to the appointing authority with regard to hiring, disciplinary actions and terminations. Oversees the selection, training, and development of subordinate personnel. Reviews the work of subordinate personnel to assure adherence to established standards. Develops position descriptions, establishes performance expectations and priority outcomes, assigns work and evaluates the effectiveness of subordinate staff.

Reviews the CJ&PS Division Operations. Ensures effective and efficient performance consistent with established operating procedures. Prepares annual budget and submits it to the Executive Director for review. Manages and administers the Division budget to ensure maximum return for the customer within resource limitations. Actively encourages subordinate input and ideas concerning how to improve customer service. Works diligently to maintain excellent relationships with local, state and federal officials. Ensures that all reports are submitted and deadlines are met in a timely manner.

OTHER DUTIES (5%)

Performs other special projects and/or duties as assigned.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in law enforcement, criminal justice, public administration, or closely related field. Minimum five years experience managing Criminal Justice and/or Homeland Security programs with broad base exposure to the issues, needs and best practices within the criminal justice field. Minimum of three years in general administrative management duties in a government agency including work with budget, contracts, procurement, and reporting. *Equivalent combinations of education and experience will be considered.*

SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS

Position may require work outside regular business hours as required by workload demands and supervisor.

REQUIRED KNOWLEDGE

- Knowledge of principles of crime reduction, the criminal justice system, police training, juvenile justice, victim services, homeland security, and other public safety functions.
- Knowledge of principles and current practices of planning and public administration in an intergovernmental environment.
- Basic understanding of Inter-operable emergency communications technology.
- Management of contracts and procurement practices.
- Performance monitoring and measurement.
- General trends and best practices in planning for and provision of public safety, criminal justice and emergency communications services at a regional level.
- State laws, rules, and policies related to law enforcement and homeland security programs.
- Applied knowledge and strict observance of ETCOG's Customer Service Creed.

- Principles, policies, and practices of CJ&PS system operations, budget administration, supervision, training, employee and organizational development, leadership, team building, motivation and conflict resolution; and business report writing.
- Principles and practices of public relations and customer service.

SKILLS AND ABILITIES

- General program management functions.
- Personnel management and team building.
- Coordination and facilitation of multi-organizational initiatives.
- Exceptional verbal and written communication skills and public presentation skills.
- Strong interpersonal skills.
- Computer software to support ETCOG and division functions.
- Coordination of policy, regulatory, and legislative issues.
- Valid Texas driver's license, good driving record and dependable transportation for business travel.
- Exceptional leadership skills with an expectation of excellence and professionalism.
- Exceptional consensus building and negotiation skills.
- Ability to work under pressure and meet deadlines.
- Ability to anticipate, identify, and effectively resolve problems.
- Ability to establish and maintain positive and cooperative working relationships with all levels of ETCOG staff, the Executive Committee members, Board of Directors, and the general public.
- Ability to exercise appreciable initiative and independent judgment.
- Ability to identify problems, analyze information and develop solutions.

ETCOG CORE COMPETENCIES

- Leadership – Provides direction, motivation, and an example through open communication, positive attitude, optimism, and modeling best practices.
- Achievement Orientation – Balances competing priorities to meet all project and team commitments in a timely manner and delivers quality results.
- Concern for Effectiveness – Demonstrates a commitment to producing the highest quality work possible, while monitoring long-term impact.
- Teamwork - Recognizes independence and talent of each staff member; fosters a climate of trust, works within the team structure, understands the team perspective, and commits to goal attainment.
- Communication – Ensures that key issues are addressed and that important information is shared quickly and effectively up, down, and across the organization.
- Customer Service – Consistently demonstrates respect, responsiveness, and professionalism towards others while providing superior service for customers.

Observes the ETCOG Customer Service Creed in all daily interactions with staff, elected officials, and other customers.

- Collaboration - Consistently identifies and pursues opportunities to collaborate with internal staff, regardless of Division, and external partners to deliver highest quality service and lowest possible cost.

POSITION-SPECIFIC COMPETENCIES

- Decision-making – demonstrates use of effective decision-making techniques that provide timely, appropriate, and ethical approaches to unresolved issues.
- Judgment/Discretion – demonstrates ability to represent ETCOG in a positive and proactive manner in all internal and external communications. Always presents a united position on difficult decisions. Handles confidential and sensitive information with great care and in accordance with appropriate standards. Always considers others' input, and personal values and ethics.
- Accountability – takes responsibility for division's activities and performance regardless of circumstances.
- Personnel management – provides direction and communicates expectations effectively while motivating staff to meet goals.
- Compliance management – establishes and maintains systems and procedures to ensure all aspects of budgetary, legal, regulatory, and contractual requirements are met.
- Strategic thinking – demonstrates ability to facilitate discussions and recommend actions to support and expand agency goals and mission.
- Work Schedule Flexibility- Understands that work load demands may require work beyond a standard work week.

COMPENSATION

Dependent upon qualifications and experience with an exceptional benefits package. ETCOG is an equal opportunity employer. Auxiliary aids and services are available upon request. TDD (800)725-2989