

Class Concept

This is administrative and supervisory work in directing and managing the activities of the Governor's Crime Commission. The position directly supervises the Governor's Crime Commission staff. The position is responsible for personnel, grants management, planning, and providing direction related to policies and procedures. Work involves researching, analyzing, and addressing criminal/juvenile justice issues. Position serves as senior operations manager and oversees the work of various advisory committees of the Commission. It also provides highly responsible administrative support to the Executive Director of the Governor's Crime Commission.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of research and planning techniques.
- Thorough knowledge of grants programs.
- Thorough knowledge of the criminal justice and juvenile justice system.
- Ability to manage and supervise the work of others
- Ability to establish and maintain effective working relationships with executive level staff and public officials.
- Ability to communicate effectively, both orally and in writing.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and five years of experience in the administration of a criminal/juvenile justice and/or public service agency, with two or more years in a supervisory/management capacity; or

Ten years of experience in criminal/juvenile justice and/or public service agency; or an equivalent combination of education and experience.