

Class Concept

Work in this class involves directing, planning, and organizing of operational, training support, and instructional training functions at the DPS Samarcand Training Academy. Position serves as Deputy Director of the Academy, and Acting Director in the Director's absence, with responsibility for planning and directing training support activities, leading instructional training functions, establishing and implementing administrative operational procedures, and serving as the principal liaison with associations and allied agencies. Work includes formulating major practices and procedures, expediting administrative and executive activities and decisions, assisting in the development and implementation of Academy goals, objectives, policies, budgets, and programs, managing the Academy's Master Schedule, and evaluating programs to introduce innovative concepts, methods, and techniques in support of the training mission.

Position is responsible for supervising and participating in personnel functions with subordinate managers involved in carrying out the Academy's training support, operational functions, and instructional training functions. Work is performed independently under the administrative supervision of the Director, Samarcand Training Academy and is reviewed through periodic conferences.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of modern adult education and training theory.
- Thorough knowledge of professional and technical procedures involved in criminal justice education and training.
- Thorough knowledge of federal, state, and local laws and guidelines as they pertain to the training of criminal justice personnel.
- Considerable knowledge of administrative techniques and the organization and operation of present educational training systems in the state.
- Ability to plan, organize, and oversee the implementation of educational training programs.
- Ability to delegate professional assignments to subordinates and evaluate their work.
- Ability to establish effective working relationships with educational and testing officials, criminal justice practitioners, business and government officials, subordinates, local community, and the public.
- Ability to assist in the formulation of rules, regulations, and policies.
- Ability to express oneself clearly and concisely in oral and written form.

Minimum Education and Experience

Bachelors' degree in criminology, criminal justice, public administration, police administration or a related field, from an appropriately accredited institution and five years of progressively responsible experience in the field of law enforcement or criminal justice, including a minimum of three years in a managerial capacity; or an equivalent combination of education and experience.