

Class Concept

This is a senior administrator that provides supervision and administrative oversight in directing the law enforcement work performed at North Carolina state buildings and grounds. Employees have overall accountability for the activities of the subordinate Police Officers and other support staff. Employee works closely with other law enforcement management in oversight and coordination of law enforcement. Observes and recommends changes in agency structure and allocation of manpower. Employee identifies, applies and administers funds from alternative sources including grants or federal and/or state funds. Position is responsible for supervising first-line supervisors, and performs associated human resources duties to include: hiring, training, coaching, mentoring, evaluating employee's performance, and issuing disciplinary actions. Employee is a sworn law enforcement officer and is responsible for enforcing state laws and regulations, investigating criminal offenses and responding to calls for service at state buildings and grounds.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of criminal and traffic laws, investigative techniques, case preparation, and standard law enforcement equipment.
- Thorough knowledge of and skill in standard law enforcement equipment, its care and safe use according to Departmental policy.
- Thorough knowledge of principles of supervision, management, budgeting, human resources, policy making, policy implementation, and policy analysis.
- Ability to ensure appropriate response to critical incidents.
- Ability to establish operating standards and procedures to comply with state and federal rules and regulations.
- Ability to evaluate and allocate resources, plan procurement, and oversee budget and contracts.
- Ability to identify strategic issues facing the area of public safety.
- Ability to communicate effectively through interpersonal interactions and written documentation.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institutions and five years of experience in law enforcement, three of which must have been supervisory in nature, or an equivalent combination of education and experience.