

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: DEPUTY DIRECTOR II –
Deputy Executive Director

SALARY GROUP: B34

DEPARTMENT: Executive Director's Office

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Brad Livingston DATE: 09/11/2013

POSITION #: 032234

I. JOB SUMMARY

Performs highly advanced policy administration and managerial work. Work involves strategy planning, state agency administration, working closely with the executive director on the day-to-day operations of the agency; and planning, assigning, and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees the day-to-day operations of the agency; directs the preparation of budgets and provides final approval; assists the Executive Director in directing the organization; acts as executive director in the absence of the executive director; and provides direction, guidance, and assistance in the program areas.
 - B. Develops goals and objectives consistent with the agency strategic plan; oversees the development and implementation of agency policies and procedures; reviews and analyzes agency operations to evaluate the performance of the agency and to identify areas in need of modification and improvement; and recommends staffing and funding for program activities.
 - C. Oversees the preparation of management, productivity, and financial reports and studies; reviews results of special investigations, internal audits, research studies, forecasts, and modeling exercises; and ensures agency compliance with policies and procedures.
 - D. Directs the preparation, development, review, and revision of legislation and develops the agency's position regarding legislative impact; confers with legislative members and staff; provides legislative testimony; confers with board members, organization officials, and staff members to discuss issues, coordinate activities, and resolve problems; provides information and advice to state agencies and the public regarding agency activities and responsibilities; and ensures the agency adheres to agency goals, objectives, and strategies.
 - E. Plans, assigns, and supervises the work of others; and identifies staff development and training requirements.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required fifteen years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Fifteen years full-time, wage-earning criminal justice, program administration, or public administration experience to include six years in the supervision of employees.
3. Experience in a governmental agency preferred.

B. Knowledge and Skills

1. Knowledge of local, state, and federal laws and regulations relevant to the program areas.
2. Knowledge of the principles and practices of public administration and management.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to direct and organize program activities.
5. Skill to establish program goals and objectives that support the strategic plan.
6. Skill to identify problems, evaluate alternatives, and implement effective solutions.
7. Skill to direct the development and evaluation of agency policies and procedures.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill in administrative problem-solving techniques.
10. Skill to interpret and apply rules, regulations, policies, and procedures.
11. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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12. Skill to review technical data and prepare technical reports.

13. Skill to plan, assign, and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.