

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR III -  
Armory Warehouse Operations

SALARY GROUP: B19

DEPARTMENT: Security Operations

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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: Tracy H. Bailey DATE: 01/08/2013

POSITION #: 033323

**I. JOB SUMMARY**

Performs complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; coordinating program activities; and assigning and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Plans, implements, coordinates, monitors, and evaluates unit security staffing and armory operations; develops and recommends program guidelines, policies, procedures, rules, and regulations; and monitors compliance with state and federal laws, rules, and regulations and agency policies and procedures.
  - B. Conducts program analyses, operational reviews, and research studies and prepares armory operation recommendations; confers with staff on program issues and problems to identify and implement solutions; and prepares and reviews reports on the effectiveness of program activities.
  - C. Prepares program budget requests; monitors program expenditures; and prepares administrative and statistical reports, studies, and specialized research projects.
  - D. Orders and distributes firearms, munitions, and other use of force equipment; maintains armory operations inventory, records, and equipment; performs maintenance and repairs on firearms and other security equipment; conducts special investigations of lost items; and provides training in property and records maintenance procedures.
  - E. Assigns and supervises the work of others; and provides training and technical assistance in the program area.
- \* 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 Criminal Justice, Business Administration, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted on a year-for-year basis.
2. Five years full-time, wage-earning criminal justice or program administration experience.
3. One year full-time, wage-earning experience in the supervision of employees.
4. Correctional custody or law enforcement experience preferred.

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of standard security practices and procedures for correctional confinement facilities.
3. Knowledge of property accounting and state laws governing the handling of state property.
4. Knowledge of automated inventory control system.
5. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
6. Knowledge of offender classification standards and state, federal, and court mandates related to staffing requirements.
7. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
8. Skill to develop and evaluate administrative policies and procedures.
9. Skill to communicate ideas and instructions clearly and concisely.

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10. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
11. Skill to prepare and maintain complex records, files, and reports.
12. Skill to interpret and apply rules, regulations, policies, and procedures.
13. Skill in administrative problem-solving techniques.
14. Skill in public address.
15. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
16. Skill to review technical data and prepare technical reports.
17. Skill to assign and supervise the work of others.
18. Skill to direct and coordinate the inspection, maintenance, and repair of firearms, munitions, and related riot equipment in an armory operation program preferred.

**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, climb stairs, 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, weapons, restraining devices, and automobile.