

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: DIRECTOR II –
Deputy Director Private Facility Contract Monitoring/Oversight

SALARY GROUP: B27

DEPARTMENT: Private Facility Contract Monitoring/Oversight Division

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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: Oscar Mendoza DATE: 7/07/2015

POSITION #: 034050

I. JOB SUMMARY

Performs advanced managerial work providing direction and guidance in strategic operations and planning. Work involves establishing the strategic plan, goals, and objectives; developing policies; reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; reviewing and approving budgets; 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. Directs the activities of staff within the division program areas; establishes goals and objectives that support overall strategies; plans, develops, and approves schedules, priorities, and standards for achieving goals; directs evaluation activities; and monitors compliance with policies and procedures.
 - B. Develops and establishes goals and objectives consistent with the agency strategic plan; plans, develops, implements, coordinates, monitors, and evaluates policies; develops and implements techniques for evaluating program activities; and identifies the need to revise program areas and makes recommendations to improve operations.
 - C. Oversees the administration of contracts and the preparation of management and productivity reports and studies; oversees the preparation of and evaluates the need for contract modifications; and oversees special investigations, internal audits, and research studies.
 - D. Directs the preparation, development, review, and revision of legislation and develops the agency position regarding legislative impact; represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, and committees; testifies at hearings, trials, and legislative meetings; provides liaison for other local, state, and federal agencies; responds to public inquiries regarding program areas; and ensures compliance with laws pertaining to the program areas.
 - 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 nine years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Nine years full-time, wage-earning criminal justice, program administration, or public administration experience to include five years in the supervision of employees.
3. Contract management or contract monitoring experience preferred.
4. Governmental program experience 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 in administrative problem-solving techniques.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
11. Skill to review technical data and prepare technical reports.
12. Skill to communicate ideas and instructions clearly and concisely.
13. Skill to plan, assign, and supervise the work of others.

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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.