

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
POSITION DESCRIPTION**

POSITION TITLE: DIRECTOR II –
Deputy Director for Executive Administration

SALARY GROUP: B27

DEPARTMENT: Parole 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: Stuart Jenkins DATE: 08/14/2013

POSITION #: 051264

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 judgement.

II. ESSENTIAL FUNCTIONS

- A. Directs the activities of staff within the Parole Division program areas; develops and 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. Reviews and approves management, productivity, and financial reports and studies; reviews guidelines, procedures, rules, and regulations and monitors compliance; and reviews results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance.
- 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.

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- E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- F. 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.

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 ten years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Ten years full-time, wage-earning criminal justice administration experience to include five years in the supervision of employees.
3. Governmental program experience preferred.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.
For details see: <http://www.tdcj.state.tx.us/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable local, state, and federal laws, regulations, and statutes.
3. Knowledge of state government and the state criminal justice system preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to direct and organize program activities.

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6. Skill to establish program goals and objectives that support the strategic plan.
7. Skill to identify problems, evaluate alternatives, and implement effective solutions.
8. Skill to direct the development and evaluation of agency policies and procedures.
9. Skill in administrative problem-solving techniques.
10. Skill to interpret and apply rules, regulations, policies, and procedures.
11. Skill to communicate ideas and instructions clearly and concisely.
12. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
13. Skill to review technical data and prepare technical reports.
14. 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.