

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: EXECUTIVE DIRECTOR -
Texas Department of Criminal Justice

SALARY GROUP: Exempt

DEPARTMENT: Executive Administration

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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: Dale Wainwright DATE: 04/22/2016

POSITION #: 032020

I. JOB SUMMARY

Performs highly responsible professional administrative work directing operations of the Texas Department of Criminal Justice as set forth by Chapter 493, Texas Government Code. Work involves interpreting, administering, and directing the enforcement of all laws, rules, regulations, and statutes regarding agency operations; and establishing agency goals, objectives, standards, policies, and procedures in compliance with directives from the Texas Board of Criminal Justice (TBCJ). Work is performed independently under the authority of the TBCJ.

II. ESSENTIAL FUNCTIONS

- A. Directs the management of operations and activities of the agency in accordance with state and federal laws, rules, regulations, and statutes; and reviews, evaluates, establishes, and enforces agency goals, objectives, standards, operating policies, procedures, rules, regulations, and methods.
- B. Coordinates agency operations with other state, federal, and private agencies and organizations; and represents the agency at TBCJ meetings, legislative meetings, hearings, and public functions.
- C. Adapts existing agency methods and procedures to meet legislative changes and changes in operating needs; oversees the development of the biennial legislative appropriations request and the annual operating budget; and directs the management and execution of the annual operating budget.
- D. Directs, reviews, and evaluates compliance, internal audits, and inspections; and directs the management of legal and public affairs of the agency.
- E. Receives service as authorized on behalf of the TBCJ, agency, or any division of the agency; and directs the management of agency emergency planning and operations.
- F. Reviews, evaluates, and approves agency operational and fiscal reports, evaluations, and analyses.

* 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. A Master's degree in a related field may be substituted for two years of the required public administration experience.
2. Fifteen years full-time, wage-earning public administration experience to include
 - ** five years experience in the field of corrections in an administrative capacity

or

 - ** three years experience in the field of corrections in an administrative capacity and a graduate degree from an institution of higher education in penology or a related field

or

 - ** seven years experience in management or administration of a government agency, institution of higher education, or business enterprise of size comparable to the Texas Department of Criminal Justice.
 - ** Per statutory requirements - Section 493.006, Texas Government Code.

B. Knowledge and Skills

1. Knowledge of local, state, and federal laws, rules, regulations, and statutes relating to correctional management and employment.
2. Knowledge of the functions and operations of state government.
3. Knowledge of the principles and practices of public administration and management.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill in public address.
6. Skill to plan, manage, and direct the overall operations of the agency.

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7. Skill in administrative problem-solving techniques.
8. Skill to review, evaluate, establish, and enforce goals, objectives, standards, methods, policies, and procedures.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill to review technical data and direct the preparation of technical and management reports.
11. Skill to review legislation and adjust agency operations accordingly.
12. Skill to communicate ideas and instructions clearly and concisely.

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.