

DEPUTY DIRECTOR, N. C. JUSTICE ACADEMY

Work in this class involves the directing, planning, and organizing of all the operational and training support functions at the North Carolina Justice Academy. Employee serves as Deputy Director of the Academy, and Acting Director in the Director's absence, with responsibility for planning and directing all training support activities, establishing and implementing administrative operational procedures, and serving as the principal liaison with associations and allied agencies. Work includes formulating major practices and procedures, expediting administrative and executive activities and decisions, assisting in the development and implementation of Academy goals, objectives, policies, budgets, and programs, managing the Academy's Master Schedule, and evaluating programs in order to introduce innovative concepts, methods, and techniques in support of the training mission. Employee is responsible for supervising and participating in all personnel functions with subordinate managers involved in carrying out the Academy's training support and operational functions. Work is performed independently under the administrative supervision of the Director, NCJA and is reviewed through periodic conferences.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees assists in the establishment of short and long-range goals and objectives for the criminal justice academic programs and operational functions. Employee is also involved in helping to formulate practices, procedures, and standards for the Academy. Employee determines needs and plans for the utilization of staff, equipment, and space. Employee works with the Director, NCJA on major organizational changes and new program areas.

Organizing and Directing - Employee develops, changes, and adjusts assignments, work schedules, and work flow working with subordinate managers. Employees makes minor adjustments in operations, organization design, and standards to respond to changing program emphasis and procedures. Program modifications are discussed with the Director, NCJA.

Budgeting - Employee assists management in budget development for staffing, training, equipment, supplies, and space needs. Employee manages and monitors the budget on a continuous basis.

Training - Employee assesses the training needs of the staff and recommends appropriate training when opportunities arise. Employee acts as a resource person to staff in all areas of criminal justice academic programs.

Setting Work Standards - Employee confers with management in establishing work standards, policies, and procedures. Employee is responsible for ensuring that work is carried out in accordance with established departmental procedures.

Reviewing Work - Employee reviews and evaluates overall program services through observations of performance, conferences, and written reports.

Counseling and Disciplining - Employee discusses any staff problems with subordinates and the Director, NCJA and ensures that appropriate action is initiated in accordance with state and department grievance and appeal procedures. Employee issues oral and written warnings and recommends more serious grievance or disciplinary problems to the Director.

Performing Other Personnel Functions - Employee participates in the recruitment, screening, interviewing; and selection of applicants for vacant positions. The employee prepares staff performance evaluations and recommends staff for promotion and performance salary increases.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is characterized by frequent adjustments as a result of changes in federal and state laws, criminal justice standards, legislation, and departmental policies and procedures. Work may also be affected by methodological changes in adult learning and training theory.

Variety of Work Supervised - Employee is responsible for administratively supervising subordinate managers and professional and clerical staff involved in Academy training, business, and campus operation functions.

Number of Employees Responsible For - Employee is directly responsible for supervising four subordinate managers and one clerical support staff and indirectly 40-50 professional and clerical staff.

III. EXTENT OF SUPERVISION RECEIVED: Work is performed independently under the administrative supervision of the Director, NCJA and is evaluated through periodic conferences and written reports to determine overall effectiveness of the Academy's programs and functions.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of modern adult education and training theory. Thorough knowledge of professional and technical procedures involved in criminal justice education and training. Thorough knowledge of federal, state, and local laws and guidelines as they pertain to the training of criminal justice personnel. Considerable knowledge of administrative techniques and the organization and operation of present educational training systems and the criminal justice community. Ability to plan, organize, and oversee the implementation of educational training programs in the criminal justice system. Ability to delegate professional assignments to subordinates and evaluate their work. Ability to establish effective working relationships with educational and testing officials, criminal justice practitioners, business and government officials, subordinates, local community, and the general public. Ability to assist in the formulation of rules, regulations, and policies. Ability to express oneself clearly and concisely in oral and written form.

Minimum Training and Experience Requirements - Master's degree in criminology, criminal justice, public administration, one of the behavioral sciences or a related field, and five years of progressively responsible experience in the field, including minimum of three years in a management capacity; or a doctoral degree in one of the above fields, and three years of progressively responsible experience in the field, including one year in administrative or supervisory capacity; or an equivalent combination of training and experience.