

NORTEX REGIONAL PLANNING COMMISSION IS CLOSED TO THE PUBLIC DUE TO COVID. YOU CAN DOWNLOAD AN EMPLOYMENT APPLICATION FROM OUR WEBSITE WHICH IS www.nortexrpc.org. THE SALARY FOR THIS JOB IS \$39,521.00 A YEAR. THE DEADLINE TO TURN IN AN APPLICATION IS FRIDAY, MARCH 5 AT 4:00 P.M. IF YOU WANT TO DROP OFF AN APPLICATION THERE IS A MAILBOX RIGHT OUTSIDE OUR OFFICE DOORS BUT WE ASK THAT YOU GIVE US A CALL SO WE CAN GO AND RETRIEVE IT.

DIRECTOR OF CRIMINAL JUSTICE

GENERAL DESCRIPTION

Performs complex program administration work relating to criminal justice. Work involves establishing program goals and objectives; developing program guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; provide technical assistance and coordinating program activities relating to criminal justice. May assign and/or supervise the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

- Plans, implements, coordinates, monitors, and evaluates programs.
- Assimilates and distributes criminal justice information relating to the state application process, policies, procedures, guidelines, timelines, and requirements.
- Plans, implements and coordinates the Community Planning Process.
- Develops, prepares, oversees and recommends program guidelines, procedures, policies, rules, and regulations for review and approval by management; and monitors compliance with policies and procedures.
- Coordinates law enforcements training classes.
- Participates in the development of program goals and objectives.
- Conducts special investigations, program analyses, and research studies in order to recommend improvements.
- Prepares program budget requests.
- Prepares and reviews reports on the effectiveness of

- program activities, and prepares special semi-annual and annual reports.
- Confers with staff on program problems.
 - Provides training or technical assistance in a program area.
 - May address community groups on agency programs, resources, and limitations.
 - May use automated equipment for information retrieval and data entry.
 - May assign and/or supervise the work of others.
 - May operate office machines such as personal computers, typewriters, adding machines, calculators, laser printers, facsimiles, and/or copiers.
 - Performs related work as assigned.

OTHER JOB FUNCTIONS

- May be required to carry, hold, lift, push, and pull a minimum of 35 pounds of computer papers and retrieve records and/or supplies from storage room.
- May be required to read, write, and communicate in English.
- May be required to travel.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in the administration of a program relevant to assignment. Graduation from an accredited four-year college or university with major course work in a field relevant to assignment is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

- Knowledge of the local, state, and federal laws and regulations relevant to program area; and of the principles and practices of public administration and management.
- Ability to assign and/or supervise the work of others,

to interpret regulations and convey them to others, to establish goals and objectives, to devise solutions to administrative problems, to develop and evaluate administrative policies and procedures, and to prepare concise reports.
