

VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES ADVERTISEMENT

PROGRAM ADMINISTRATION SPECIALIST III

Working Title: Law Enforcement Standards & Policy Manager

Position #: 00302

Are you looking for a position where you can have a positive impact on Virginia's Criminal Justice System by managing the Division of Law Enforcement and Security Services and its stakeholders in Virginia? If so, we may have a wonderful opportunity for you!

The Department of Criminal Justice Services' (DCJS) Division of Law Enforcement and Security Services seeks a highly qualified and motivated full-time professional dedicated to providing oversight and management of training standards and regulations for the criminal justice community, training programs in public safety and homeland security, crime prevention and law enforcement accreditation programs, and the development of model law enforcement policies.

As the Law Enforcement Standards & Policy Manager, this individual will:

- Manage and administer the law enforcement training records management system.
- Manage and direct the development and completion of job task analyses.
- Manage and oversee the development, updating, and implementation of law enforcement minimum training standards for entry-level law enforcement officers, entry-level jail officers, court security officers, civil process servers, communication officers, and other criminal justice system personnel.
- Provide regular communication and technical assistance to criminal justice agencies throughout Virginia on training, training standards, and related topics.
- Provide leadership and supervision to a diverse team of criminal justice professionals.
- Oversee multiple program activities with both short- and long-range focus.
- Manage, monitor, and evaluate complex programs and overall program performance.
- Develop and identify stakeholder needs.
- Develop model policies and implement policies and procedures.

The ideal candidate must possess the following required qualifications:

- Substantial direct experience serving as or working directly with law enforcement officers or similar occupations.
- Experience developing, directing, and/or analyzing criminal justice programs.
- Experience developing, writing, implementing, and/or administering model policies.
- Significant management experience supervising diverse employee populations.
- Experience with public speaking to professional groups and/or criminal justice or public safety professionals.
- Experience working effectively with public officials, criminal justice professionals, or related positions at all levels of government.
- Demonstrated ability to manage multiple tasks and deadlines.
- Attention to detail.
- Effective verbal and written communication skills with a proven ability to compose narrative reports and correspondence.
- A strong work ethic, good customer service skills, and a positive attitude.

- High school diploma or equivalent.

The preferred qualifications are:

- A post-secondary education to include bachelors, masters, or other professional training/certification in areas related to criminal justice, law, or public administration or an equivalent combination of education, training, and experience may substitute for educational requirements.
- Experience developing, writing, implementing, and administering model criminal justice policies.
- Evidence of legal and regulatory knowledge.
- Experience working with a content or records management system.
- Experience working directly with the Virginia Criminal Justice agencies and programs.

Interview candidates may be required to demonstrate the skills and abilities necessary for satisfactory performance of work. The candidate selected for the position must successfully complete a criminal background investigation and complete and submit on an annual basis a Statement of Personal Economic Interest and Form I-9 (Employment Eligibility Verification) which will be entered into the Federal E-Verify system to confirm identity and work authorization. In addition, the selected candidate who begins original employment or re-employment in this position must serve a 12-month probationary period effective from the date of employment. The anticipated starting salary range is \$60,000 to \$85,000 annually, plus the State's benefits package. To apply, submit a completed State of Virginia Application for employment at <https://virginiajobs.peopleadmin.com/login>. The application must be completed in a comprehensive manner and reference any pertinent knowledge, skills, and abilities as well as any previous experience that relates to the position. Fax, email, or mail applications will not be accepted. Résumés and cover letters may be attached to the online application, but are not accepted in lieu of a completed application, nor should they be referenced in the body of the application in place of a complete answer. This position is "open until filled," which means that applications will be accepted until a suitable pool of candidates is received. After five business days, this position may be closed at any time. For assistance or computer access, please visit your local Virginia Employment Commission Office or contact our office at (804) 371-0796. Should you require an accommodation pursuant to the American with Disabilities Act, please contact our office at the phone number listed above. The Department of Criminal Justice Services is committed to the goal of equal employment opportunity with the intention that every employee and applicant for employment shall have an equal opportunity to be judged on the basis of their fitness and merit to participate in the terms, conditions, privileges, and benefits of employment. All candidates are afforded opportunities without regard to race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation, or disability. Americorps, Peace Corps, and other National Service Alumni are encouraged to apply.