

HOMELAND SECURITY STATE ADMINISTRATIVE DIRECTOR**Nature of Work**

Under administrative direction, performs administrative work in directing and managing the homeland security functions of the state. Plans and evaluates homeland security operations and procedures; directs the work of and supervises homeland security personnel; develops administrative and program budgets; researches new procedures and improvements; interprets statutes, regulations, and policies. Work requires substantial depth of analysis and interpretation of principles, practices, and regulations of homeland security. Performs related work as required.

Examples of Work

Plans, develops and executes through subordinate staff homeland security functions.
Directs the daily operations of the staff and may direct regional or other field staff.
Develops and implements operating procedures within regulatory and statutory guidelines.
Renders decisions in unusual or priority situations; consults with superiors in reviewing same.
Evaluates the operations and procedures for efficiency and effectiveness.
Directs training and staff development.
Develops the program and administrative budget.
Researches professional journals, regulations, and other sources for improvements to agency and unit programs and procedures.
Directs the compilation of a variety of data.
Interacts effectively with national and state officials on the granting and use of federal funds for program and administrative needs.
Interprets statutes, regulations and policies to staff, other managers, and the public.
Prepares reports reflecting the homeland security program.
Participates in national, state and local conferences and meetings.

Knowledge, Skills and Abilities

Knowledge of federal and state laws and regulations related to homeland security grant programs.
Knowledge of the homeland security system and the operations of the respective components.
Knowledge of the principles and techniques of management, including organization, planning, staffing, training, budgeting, and reporting.

HOMELAND SECURITY STATE ADMINISTRATIVE DIRECTOR (CONT'D)**Knowledge, Skills and Abilities (cont'd)**

Knowledge of state government organization, programs and functions.

Knowledge of federal and state legislative processes.

Knowledge of federal, state, and local government relationships as they relate to the program, mission and operations of homeland security.

Ability to plan, direct, and coordinate homeland security activities.

Ability to supervise others.

Ability to evaluate operational situations, analyze data and facts in preparation for administrative and policy decisions.

Ability to establish and maintain effective working relationships with other government officials, employees, and the public.

Ability to present ideas effectively, both orally and in writing.

Minimum Qualifications

Training: Bachelor's degree from an accredited four-year college or university in criminal justice, political science, homeland security, emergency management, planning, management or related field.

Experience: Seven years of full-time or equivalent part-time paid administrative or supervisory experience in the area of training degree.

Substitution: A master's degree from an accredited college or university may substitute for one year of the required experience.

Special Requirement: This is a security sensitive position. Applicants must successfully complete a background investigation as a condition of employment.

Established: 8/18/05

Effective: 9/01/05