

DIRECTOR, JUSTICE AND COMMUNITY SERVICES**Nature of Work**

Under administrative direction, directs and provides leadership for the state's criminal justice strategic planning, programming, and policy analysis functions. Provides policy leadership to the Department of Military Affairs and Public Safety and other agencies on a broad range of issues relating to law enforcement, corrections, adjudication, juvenile services, legislative reform, and community mobilization. Acts as the principal division liaison with legislature, supreme court, federal government, private entities and the general public. Performs related work as required.

Examples of Work

- Provides general direction to section managers who administer a vast array of federal and state grant-in-aid programs designed to affect the broad scope of criminal justice system activity.
- Directs personnel, budgetary, programmatic, and service functions of the Division.
- Directs the recruitment, development and management of the professional and support staff members.
- Directs the state's criminal justice planning and policy development efforts.
- Directs research and performance evaluations of the state's criminal justice functions.
- Directs the overall development and coordination of the state's criminal justice data systems.
- Approves, signs of and submits various state plans and applications for federal funds.
- Directs staff activities for various state boards and commissions involved in criminal justice policy development and fund allocations.
- Represents the Governor and Cabinet Secretary at meetings and public appearances as required.
- Reports annually to the Governor and Legislature on the various activities of the Division.
- Serves as liaison to the Legislature regarding criminal justice issues, develops Division's legislative strategy, and advises regarding statutory and policy changes.
- Provides policy recommendations to the Cabinet Secretary and Governor regarding Criminal Justice issues.

Knowledge, Skills and Abilities

Knowledge of the West Virginia Criminal Justice System and its operation.

Knowledge of Federal and State Statutes relating to criminal justice and program administration.
Knowledge of Federal, State and Local budgetary and fiscal procedures.

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DIRECTOR, JUSTICE AND COMMUNITY SERVICES (CONT'D)

Knowledge, Skills and Abilities (cont'd)

Knowledge of basic training and educational principles and techniques.
Knowledge of basic design concepts relating to criminal justice data management and data analysis.
Ability to develop, manage and direct the activities of professional, technical and support staff.
Ability to direct professional staff engaged in highly technical research, evaluation and policy analysis activities.
Ability to communicate clearly and effectively with public officials, the general public and the news media.
Ability to develop and facilitate consensus building among various criminal justice leaders and community representatives.

Minimum Qualifications

Training Graduation from an accredited four-year college or university with a degree in Political Science, Public Administration, Management, Criminal Justice or a related field.

Substitution Experience as described below may substitute for the required training on a year-for-year basis.

Experience Five years of full-time or equivalent part-time paid experience in criminal justice management or program development.

Established: 10/16/97
Effective: 12/01/97
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