

DIRECTOR, DIVISION OF PROTECTIVE SERVICES**Nature of Work**

Under general direction, performs advanced administrative work in managing and directing the operation of the Division of Protective Services. Provides for safety, security and law enforcement at the capitol complex and other state facilities. The incumbent is also responsible for setting goals and developing plans for the agency; planning and determining budgetary and other resource needs; and is accountable for the total operation of the agency. Performs related work as required.

Examples of Work

Assesses and makes recommendations for safety and security needs for the state capitol complex and other state facilities.

Develops policies and procedures governing the operation of the division.

Plans, organizes and directs the work of subordinates.

Ensures proper training of police force.

Confers with government officials, other officials at the local, state, and federal levels and members of the general public regarding safety and security issues.

Oversees any contractors for security and other services and assures compliance with terms and conditions of contracts.

Prepares the division's budget request and assures compliance with budget allocations/spending limits.

Oversees the preparation of reports and other documents regarding the operation of the division.

Coordinates the purchasing of supplies, equipment and services necessary to maintain security at the capitol complex.

Knowledge, Skills and Abilities

Knowledge of the Law Enforcement Training Standards as established by the Governor's Committee on Crime, Delinquency and Correction.

Knowledge of state and federal laws and regulations relating to law enforcement.

Knowledge of principles and techniques of management including organization, planning, staffing, training, controlling, budgeting, and reporting.

Ability to develop, manage and direct the activities of employees.

DIRECTOR, DIVISION OF PROTECTIVE SERVICES (CONT'D)

Knowledge, Skills and Abilities (cont'd)

Ability to analyze security problems and recommend feasible and effective solutions.

Ability to evaluate, develop and present legislation and regulations on agency programs and operations.

Ability to communicate clearly and effectively with public officials, the general public and the news media.

Minimum Qualifications

Training Graduation from an accredited four-year college or university.

Experience Ten years of full-time or equivalent part-time paid experience as a law enforcement officer in which three years was in a supervisory law enforcement capacity.

Special Requirement Successful completion of supervisory and management training and the professional training required for police officers at the West Virginia State Police Academy or an equivalent professional law enforcement training at another state, federal or United States military institution recognized by the Governor's Committee on Crime, Delinquency and Correction law enforcement training subcommittee as meeting the minimum standards of a basic police officer.

Established: 5/20/1999

Effective: 6/01/1999