

Job Description

TCOLE Director, Credentialing and Field Services (Director 1)

Organization: TEXAS COMMISSION ON LAW ENFORCEMENT

Primary Location: Texas-Austin

Work Locations: TCOLE Headquarters, 6330 East Highway 290, Suite 200, Austin, TX 78723

Job Category: Program Management

Employee Status: Regular

Schedule: Full-time

Standard Hours Per Week: 40.00

Travel: Yes, 10 % of the Time

State Job Code: 1620

Salary Admin Plan: B

Grade: 26

Salary (Pay Basis): \$75,000 - \$85,000 (Yearly)

Number of Openings: 1

Overtime Status: Exempt

Job Posting Date: TBD

Closing Date: TBD

Description

TCOLE MISSION

The mission of the Texas Commission on Law Enforcement, as a regulatory State agency, is to establish and enforce standards to ensure that the people of Texas are served by highly trained and ethical law enforcement, corrections, and telecommunications personnel.

PLEASE NOTE: All applications must contain complete job histories, which includes job title, dates of employment (month/year) and hours worked per week, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your

application will be considered incomplete. Applications with "See attached" or "See resume" will not be accepted in lieu of a completed application. Omission of data can be the basis for disqualification; you may state 'unknown' for any incomplete fields. A scanned copy of official college transcript(s) issued from the registrar must be attached to the online application (if applicable). **All applicants must include an Applicant Affirmation with their submission to be considered for this position. The Applicant Affirmation form may be downloaded from: <https://www.tcole.texas.gov/content/applicant-affirmation>**

APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS: Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. To complete the supplemental questions go to CAPPS Recruit to register or login. CAPPS Recruit, <https://capps.taleo.net/careersection/ex/jobsearch.ftl?lang=en>

MILITARY OCCUPATIONAL SPECIALTY CODES can be found at <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>

VETERAN'S PREFERENCE: If selected for a position Veterans, Reservist or Guardsmen OR applicants claiming Surviving Spouse or Orphan veterans' preference eligibility, you will need to provide supporting documentation on or before the first day of employment.

TO APPLY

Application must be completed at: <https://capps.taleo.net/careersection/ex/jobsearch.ftl?lang=en>

PHYSICAL WORK ADDRESS: TCOLE - Headquarters, 6330 East Highway 290, Suite 200, Austin, TX, 78723

HIRING CONTACT: Brian Roth, (512) 936-7725

GENERAL DESCRIPTION:

Reporting to the Executive Director, this position is responsible for serving as a **Deputy Chief** (if sworn) and Division Director of the Credentialing and Field Services Divisions. Credentialing (9 civilian staff) is the division assigned to process incoming applications for licensing, appointment, separation, and certification, as well as answering the majority of incoming emails and phone calls for assistance from licensees and agencies. Field Services (9 sworn staff) is the division assigned to audit law enforcement agencies for compliance with statute and Rule and to provide technical assistance to licensees and agency heads. The Director 1) provides strategic direction, guidance and leadership for all of these staff members, 2) is responsible for the overall operation and administration of the divisions, 3) develops, establishes, and implements goals and objectives that are consistent with and support overall agency mission, strategies, programs, and laws, 4) ensures staff are providing excellent customer service and fiduciary oversight, 5) serves as a member of the Department's Senior Leadership Team, 6) represents the agency at meetings, hearings, trials, legislative sessions, conferences, boards, panels, and committees. Maintains open, collaborative relationships with key stakeholders and community officials, including local law enforcement agencies, training providers and licensees, 7) represents TCOLE in regional and national programs, associations and initiatives, 8) works under minimal supervision, with extensive latitude for the use of

initiative and independent judgment, 9) performs additional duties as assigned and, 10) complies with all Agency, Division rules, regulations and procedures.

Qualifications

MINIMUM QUALIFICATIONS:

Education:

Graduation from an accredited college or university with a Bachelor's degree. Experience may be substituted for education at the Executive Director's discretion.

Experience:

2 years required, 5 years' experience in a supervisory/management position **strongly preferred**.

Licensure:

Must possess a valid class "C" Texas driver's license;

ACCEPTABLE SUBSTITUTIONS:

PREFERRED QUALIFICATIONS:

Education:

Advanced Management, Supervisory and/or Leadership training;
Completion of Senior Level Leadership and Professional Development training.
Graduation from a law enforcement academy.

Experience:

Law enforcement supervision at the rank of lieutenant or above is preferred.

Licensure:

A current TCOLE license is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to:

- Direct program area(s) and activities.
- Develop and implement techniques for evaluating program activities.
- Develop and establish goals and objectives consistent with the agency's strategic plan.
- Develop, review, and approves budgets.
- Identify the need to revise program area(s).
- Provide direction, guidance, and assistance in program area(s).
- Represent the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, and committees.
- Review and approve management, productivity, and financial reports and studies.
- Review guidelines, procedures, rules, and regulations; and monitor compliance.
- Review results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance.

- Plan, develop, and approve schedules, priorities, and standards for achieving goals; and directs evaluation activities.
- Plan, develop, implement, coordinate, monitor, and evaluate policies and procedures.
- Plan, assign, and supervise the work of others.
- Perform related work as assigned.
- Perform the duties of a peace officer as authorized by agency policy (if sworn).

WORKING CONDITIONS:

Required to work from 8:00 a.m. to 5:00 p.m., Monday through Friday;

Required to work hours other than 8:00 a.m. to 5:00 p.m., with days off other than Saturdays, Sundays and holidays;

Required to operate a State vehicle;

Required to travel 10% with possible overnight stays;

Non-smoking environment in State buildings and vehicles.

TCOLE IS AN EQUAL OPPORTUNITY EMPLOYER