



Colonel Kedrick Wills
Director

Idaho State Police

Service Since 1939



C.L. "Butch" Otter
Governor

POST Division Administrator

Open for Recruitment: May 1, 2018 - May 15, 2018

Salary Range: \$30.58 - \$46.00 per hour **-Plus Competitive Benefits!**

The POST Division Administrator is a non-classified position and is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission. The Administrator is employed by and reports to the Director of the Idaho State Police in Meridian, Idaho

PLEASE NOTE: The successful applicant will be required to complete a comprehensive background investigation and polygraph examination, which includes drug screening

The Idaho Peace Officer Standards & Training Academy (POST) has an exciting career opportunity for a dedicated individual committed to excellence in Law Enforcement Training. [Click Here](#) for more information on the POST Academy.

The incumbent is responsible for ensuring the basic training of all Idaho peace officers, county detention officers, adult probation and parole officers, dispatchers, juvenile and adult corrections officers, and juvenile probation officers. POST facilitates delivery of in-service training and continuing education courses to criminal justice practitioners throughout Idaho. POST establishes minimum standards for employment, issues various levels of professional certification, and manages a self-sponsored student program in some disciplines. For these, and similar topics, the POST Division Administrator receives guidance and direction from a fifteen member Council representing law enforcement agencies and other organizations within the law enforcement community. The Council's principle purpose is to establish and enforce the training, education, and professional standards for Idaho Peace Officers.

RESPONSIBILITIES:

Communication:

- Serve at the forefront in collaborating with city, county, state, and federal public safety organizations and professionals, legislators and concerned members of the public to ensure that Idaho law enforcement professionals model the highest level of integrity and service through excellence in standards and training.
- Work closely and effectively with the Director of the Idaho State Police and the POST Council to identify priorities and receive other direction concerning issues of significance affecting POST and the services it provides.
- Develop and present legislation and administrative rules and regulations that govern POST operations under areas of standards, certification, hiring qualifications, and de-certifications.

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- Analyze impact of legislation on division programs.
- Coordinate work assignments and ensure effective communication among division staff and operations.
- Provide liaison between staff and other agencies.
- Represent the department in various committees and meetings.
- Provide information and promote division services to various officials, special interest groups and the public.
- Respond to complaints concerning division services and activities.

Administration/Management:

- Plan, control, and direct POST training, certification, and records keeping functions for all criminal justice professionals who fall under POST's purview.
- Plan and coordinate a variety of projects and assignments.
- Monitor progress to ensure project delivery timelines.
- Direct preparation of reports on program/project progress.
- Evaluate project effectiveness and improve processes.
- Investigate, troubleshoot and resolve or recommend solutions to complex or unusual inquiries, problems and issues.
- Develop division budgets, control expenditures and project income.
- Plan, organize, staff, direct and control division programs.
- Set objectives and determine priorities in the division.
- Provide technical assistance to staff in program development.
- Coordinates assigned activities with other department operations.
- Participate in recruiting, interviewing and making hiring recommendations.
- Recommend, interpret and apply regulations and policies; ensure consistency and compliance with governing laws and regulations.

Leadership:

- Create a team environment by providing strategic leadership, direction and motivation for employees to accomplish the numerous program goals and targets of the division.
- Set expectations for performance standards, provides coaching and feedback, identify necessary training and evaluates performance to ensure productivity, quality of work and customer service.
- Recognize and resolve both internal and external personnel issues, and mediate and implement appropriate corrective action as needed.
- Directs divisional strategic planning and evaluation efforts.
- Monitor progress relative to plan implementation and recommends actions necessary to ensure achievement of strategic goals.

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MINIMUM QUALIFICATIONS:

- A baccalaureate or higher degree from a regionally accredited institution or at least three years of experience as the director/deputy director (or equivalent) of an agency or organization.
- Considerable knowledge of: general management principles; project management; federal, state and local government operation; financial analysis methods.
- An established track record of demonstrated leadership, vision and innovation for delivering results, building accountability for staff and creating a positive work environment.
- Proven experience with management practices, organizational development and performance management.
- Considerable knowledge of and/or experience in public agency management; criminal justice systems; application/interpretation of state and federal laws; development of law enforcement training standards; and creation of public safety policy, procedure, and protocol.
- Familiarity with adult education or training involving theory, test methods, development, evaluation of curriculum, and assessment of training needs.
- A minimum of five years of organizational leadership experience that includes personnel reviews of direct reports; personnel development plans; creating, delegating, and modifying workflow; interacting with political entities; and public presentations of complicated topics.

Ranking Item: If you have a current Idaho POST Certificate or equivalent, or have had in the past, this may increase your score.

EXAMINATION: Resume review. It is essential that your customized resume or detailed work history emphasize positions held that are directly related to the requirements noted in this announcement.

HOW TO APPLY: Please apply through www.DHR.idaho.gov and click on Job Seekers, State Job Openings, Current Openings, and then POST Division Administrator. Follow the instructions provided. This job announcement will close on Tuesday, May 15, 2018.

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