



Colonel Kedrick Wills
Director

Idaho State Police

Service Since 1939



C.L. "Butch" Otter
Governor

POST Deputy Division Administrator

PLEASE NOTE: The successful applicant will be required to complete a background investigation and polygraph examination, which includes drug screening. Please see the ISP Drug Policy at the end of this announcement.

Salary Range: \$34.96 - \$39.33 Plus Benefits

RESPONSIBILITIES:

- Manage staff, assist in coordinating work assignments, and ensure effective communication among division staff and operations
- Recommend and apply regulations/policies and insure consistency and compliance with governing laws and regulations
- Prepare information and testimony to be provided to the POST council and legislative committees
- Analyze impact of legislation on division operations and automated systems
- Serve as division liaison on departmental committees and work groups
- Serve as division representative and speak for division administrator at department and state-level meetings and task forces
- Assist in the development and monitoring of department and/or division strategic planning and evaluation
- Direct implementation, maintenance, and evaluation of assigned operations and programs
- Assist with planning, training, certification, and record-keeping functions for all criminal justice professionals under POST's purview
- Assist in the development and administration of POST budgets
- Assist with the development of legislation and rules and regulations to govern POST operations for standards, certifications, and hiring qualifications
- Work collaboratively with city, county, state, and federal public safety organizations and professionals
- Assist in the development of POST web applications to include information sharing, training development, and operational processes
- Maintain liaison and good relations with city, county and state law enforcement representatives.

REQUIRED QUALIFICATIONS: In order to be considered for this position, you must have experience in each of the areas listed below:

- Managing professional staff
- Analyzing management and program problems, identifying alternatives, and recommending and implementing solutions
- Preparing and making presentations to groups
- Experience in the field of adult education or training involving theory, test methods, development, and evaluation of curriculum and assessment of training needs
- Experience conducting law enforcement/peace officer training programs; developing law enforcement training standards; and creating public safety policy, procedure, and protocol
- In addition to the above experience, you must also have a baccalaureate or higher degree from an accredited institution or three years experience as a POST Training Coordinator 2 or higher.

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EQUAL OPPORTUNITY EMPLOYER