



STATE OF NEVADA
COMMISSION ON PEACE OFFICERS' STANDARDS AND TRAINING
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Carson City, Nevada 89701

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Tim Bunting
Interim Executive Director

UNCLASSIFIED JOB ANNOUNCEMENT
PEACE OFFICERS' STANDARDS AND TRAINING COMMISSION (P.O.S.T.)
EXECUTIVE DIRECTOR

The Peace Officers' Standards and Training Commission (P.O.S.T.) is seeking highly qualified candidates to interview for the position of Executive Director of P.O.S.T. Qualified candidates should submit resumes. Full details on how to apply are below. Resumes must be received no later than 5pm on November 24, 2014.

The position:

This position is responsible for leadership, operations and administrative oversight of the Peace Officers' Standards and Training Commission which has the authority to set professional standards for the hiring, training, ethical conduct, certification and decertification of all Nevada peace officers. Further, the Commission provides basic law enforcement training on a statewide basis to State and local criminal justice agencies. The Commission also has the responsibility to ensure that all Nevada peace officers and their agencies comply with established statutes and regulations. This position plans, organizes and directs the statewide law enforcement education and employee development programs for law enforcement personnel.

With the advice of the Commission, this position is responsible for appointing employees, agents, consultants and other staff of the Commission and prescribe their duties; administer and direct the daily operation of the staff and resources of the Commission; inspect academies for training peace officers, and issue and revoke certificates of approval to such academies; certify qualified instructors for approved courses of training for peace officers and issue appropriate certificates to instructors; certify peace officers who have satisfactorily completed courses of training for peace officers and issue basic, intermediate, advanced and management professional certificates to peace officers; make recommendations to the Commission concerning the issuance of executive certificates; cause annual audits to be made relating to the operation of academies for training peace officers; consult and cooperate with academies for training peace officers concerning the development of the basic and advanced training programs for peace officers; consult and cooperate with academies for training peace officers concerning the development of specialized courses of study in this State for peace officers in the areas of police science, police administration,

corrections, probation, the social sciences and other related areas; consult and cooperate with other departments and agencies of this State and of local governments concerning the training of peace officers; report to the Commission at the regular meetings of the Commission and at such other times as the Commission may require, and recommend the denial, suspension or revocation of certification of a peace officer to the Commission as deemed necessary; execute contracts on behalf of the Commission; and perform any other acts necessary and appropriate to the carrying out of the duties of the Executive Director of the Commission.

Position location:

The position is located in Carson City, NV. Historic Carson City is nestled at the foot of the Sierras and beautiful Lake Tahoe is minutes away! While Nevada is best known for the glamorous excitement of its 24-hour cities, other recreational opportunities abound. You will find countless uncrowded places to enjoy camping, boating, fishing, and hiking with stunning mountain scenery and picturesque high desert splendor.

Approximate Annual Salary:

Up to \$95,453 plus benefits. Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced salary. *Please Note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% starting July 1, 2013, through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

Minimum Qualifications:

At least 2 years' experience in mid-level management or administration in a law enforcement, peace officer and/or POST agency with responsibility for budget preparation, personnel management, training, and related areas. The experience must have included:

- Experience in oversight of auditing for program compliance
- Experience developing peace officer curriculum
- Experience conducting formal adult training
- Experience in contract development
- Experience in budget oversight
- Experience providing testimony in front of a legislative committee, public board or commission
- Experience in federal and state laws pertaining to peace officer standards
- Experience in law enforcement and criminal procedures
- Experience working with the state legislature, local political officials, including police chiefs, fire chiefs, sheriffs, court and corrections officials
- Experience in policy development
- Experience in the principles and practices of management, including planning, organizing, directing, motivating, controlling and decision making
- Experience in public speaking
- 10 years' experience as a sworn law enforcement/peace officer

The ideal candidate will also possess:

- A Bachelor's or Master's degree from an accredited college or university in Criminal Justice, Business Administration, Public Administration, Education, or closely related field.
- Preference will be given to those applicants with Category I Peace Officer Certification or equivalent from a P.O.S.T. approved law enforcement academy.

Skill in:

- Written communications to prepare reports, proposals, action plans, policies, procedures Commission communications, etc.
- Oral communications to make group presentations or effectively communicate one-on-one to inform and to build consensus
- Time and resource management in order to plan and organize, handle multiple priorities and meet deadlines.

Ability to:

- Model integrity to all components of the Nevada P.O.S.T. stakeholders
- Identify problems, analyze alternatives, draw valid conclusions, make recommendations to the Commission and implement Commission directive.
- Perform the functions of the job in a professional manner under highly stressful or critical conditions, occasionally against the popular will.
- Read, interpret and apply written information.
- Use computerized equipment having hardware, software, peripherals, etc.
- Establish effective working relationships with law enforcement administrator and officers

Application Selection Process:

The Commission will make selections based on a weighting of the Criteria for Selection, as it sees fit, and interviews of the most qualified candidates will be conducted during an open meeting.

Job offer is contingent upon successful completion of a background investigation.

Applicants must possess a valid driver's license.

Applicants must comply with minimum background requirements for Nevada peace officers certification.

All interview-related expenses are the responsibility of the applicant. There is no stipend available for moving expenses for candidates.

Benefits:

The State benefits package includes paid health, vision, dental, life and disability insurance, 11 paid holidays, paid sick and annual leave and an excellent state retirement plan. An explanation of retirement options and information regarding state retirement benefits may be accessed at www.nvpers.org. A description of current health and dental benefits provided to state employees is available at www.pebp.state.nv.us. Other optional benefits such as a deferred compensation plan are also available.

Submit Resumes no later than 5pm on November 24, 2014 to:

Department of Administration, Division of Human Resource Management

Attn: Kara Sullivan

209 E. Musser St.

Carson City, NV 89701

ksullivan@admin.nv.gov

(In subject line of email: Executive Director POST)

