



**Classification:** Division Director (CLD)

**Title Code:** V07900

**Pay Range:** 33

**POSITION SUMMARY:** This is an executive level position responsible for directing all activities within the Missouri State Highway Patrol's Crime Laboratory Division. An employee in this position exercises technical and administrative expertise in the performance of duties. The individual in this position exercises considerable independent judgment and discretion with interaction with Patrol personnel, the public, and personnel from other federal, state, and local entities. Work is performed under minimal supervision with considerable independent judgment, decision making, and discretion required.

**DESCRIPTION OF DUTIES PERFORMED:** (Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Responsible for all activities related to the operation of the Crime Laboratory Division.

Supervises all aspects of the division; plans, assigns, coordinates, and evaluates the work of division personnel.

Prepares, reviews, and approves all correspondence, reports, policies and procedures, and documentation disseminated by the division.

Provides assistance and direction to other Patrol components and the public regarding policies and activities related to the division's responsibilities.

Responsible for all fiscal requirements related to the division; develops and monitors the division budget.

Establishes, reviews, disseminates, and monitors progress toward division goals and objectives as related to the division's and Patrol's strategic plan.

Appears before legislative committees regarding appropriations and legislation that may affect the division and/or the Patrol.

Serves as a liaison with departmental administrative personnel, other agencies, industry representatives, and the public.

Approves changes to the laboratory Quality Management System and the QMS Manual.

Ensures continued adherence to accreditation standards.

Ensures continued compliance with the FBI DNA Quality Assurance Standards.

Approves acquisition of new technology and equipment.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Extensive knowledge of the Patrol's policies, procedures, rules, and regulations.

Extensive knowledge of the basic principles of supervision.

Extensive knowledge of Crime Laboratory Division QMS Manual and the laboratory Quality Assurance program.

Extensive knowledge of Crime Laboratory Division policies and procedures.

Extensive knowledge of all Crime Laboratory Division operational areas and forensic disciplines.

Extensive knowledge of the accreditation program including ISO/IEC 17025.

Extensive knowledge of the forensic science proficiency testing program.

Knowledge of FBI Quality Assurance Standards.

Ability to testify before legislative committees in matters concerning the laboratory budget and legislation.

Ability to speak in public before a large audience.

Ability to be respond to media requests, including being interviewed by the media.

Ability to make decisions in accordance with laws, policies and regulations, and apply these to work related problems.

Ability to manage, delegate, motivate, and evaluate the work of others.

Ability to develop, monitor, and administer the division's budget.

Ability to perform administrative duties as outlined in the description of duties performed.

Ability to work closely with others as a cooperative team and display team leadership.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relations with others.

Ability to work with restricted, highly sensitive information in a confidential and professional manner and maintain the information as such.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possess a Bachelor's degree from an accredited college or university in biology, chemistry, or a forensic science related area.

AND

Possess at least one year and currently serve as a Crime Laboratory Division Assistant Director.

**NECESSARY SPECIAL REQUIREMENTS:** Must provide a DNA sample to be used only for forensic identification as required at the time of appointment.

Must be able to pass a polygraph examination after conditional offer of employment.

Must submit to periodic random drug testing.

Must possess and/or obtain a valid Missouri Driver's License.

**FLSA STATUS:** Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.