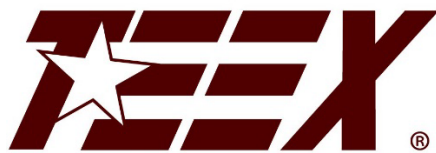


TEXAS A&M ENGINEERING



EXTENSION SERVICE

Job Title

Division Director of Institute for Law Enforcement & Protective Services Excellence (ILEPSE)

Agency

Texas A&M Engineering Extension Service

Proposed Minimum Salary

\$14,104.50 monthly

Job Location

Bryan, Texas

Job Type

Staff

Apply Through the TEEX Careers Website Here: https://tamus.wd1.myworkdayjobs.com/en-US/teex_external/details/Division-Director-of-Institute-for-Law-Enforcement---Protective-Services-Excellence--ILEPSE-_R-073154

Job Description

The Division Director of the Institute for Law Enforcement & Protective Services Excellence (ILEPSE) plays a vital role in supporting TEEX's mission by leading the strategic development of high-impact training and services that benefit the communities and organizations TEEX serves. Responsible for fostering effective fiscal and personnel management grounded in ethical business practices. Oversees the development of new business opportunities, the continuous enhancement of existing programs, and the design of new services. Ensures that the division delivers high-quality training and services, promotes collaboration among teams, fosters innovation, and encourages employee growth. Responsible for guiding curriculum development, leading marketing efforts, and supporting the division's operations.

The Division Director reports to the Deputy Director, Chief Operating Officer (COO).

Required Qualifications:

- Bachelor's Degree from an accredited college or university.
- Ten years of management level experience in Law Enforcement at the rank of lieutenant or above (or equivalent); or ten years of management level experience in law enforcement related industry or training program.

Required Licenses/Certifications:

- Must have a valid motor vehicle operator's license or ability to obtain within 30 days of employment.

- Must have a valid passport or ability to obtain within 60 days of employment.

Preferred Qualifications:

- Master's degree from an accredited college or university.
- Experience in devising and implementing business development strategies.
- Knowledge of state and local funding streams.

Physical Requirements:

- N/A

Knowledge, Skills, and Abilities:

- Skilled in developing positive customer relationships.
- Skilled in employee development, coaching, and mentoring.
- Strong business development acumen.
- Ability to collaborate and share ideas.
- Ability to cultivate a positive working relationship with state and national public safety personnel.
- Ability to apply sound business processes in a state agency.
- Excellent project management and written and oral communication skills.
- Demonstrated understanding of the federal and state contract/grant proposal cycles.
- Knowledge of the proposal writing process and effective ways to find funding opportunities.
- Ability to analyze financial data to make effective business decisions.
- Risk analysis and planning skills.
- Ability to maintain positive relationships with applicable entities in the State of Texas and nationally.
- Ability to manage a multi-million-dollar operation.
- Adept at building and sustaining positive relationships with colleagues.

Equipment:

- Standard office equipment: computer, keyboard, multifunctional printer, telephone.

Notifications:

- This position is security sensitive.
- This position may require work beyond normal office hours and/or work on weekends.
- This position requires compliance with state and federal laws/codes and Texas A&M University System/TEEX regulations and procedures.
- All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and Agency safety requirements.
- As part of TEEX's mission of providing training, developing practical solutions, and saving lives; this position could be required, if called upon, to deploy within the State of Texas as directed by this position's Division Director/HQ Department Head.
- Ability to travel independently to other and/or remote locations by driving a personal or TEEX vehicle and/or flying on commercial airlines.
- This position directs or evaluates the work of others.
- This position requires domestic and international travel.

Essential Duties, Tasks, and Percentages:

Personnel Administration and Management – 40%

- Ensures that staff receive the proper training to operate effectively within system policies, agency rules, Standard Administrative Procedures, and division guidelines.
- Focuses on recruiting and retaining high-quality personnel.
- Creates an organizational structure that supports the division's success.
- Ensures that all budget and financial reports are accurate and submitted on schedule.
- Makes sure that performance evaluations and job descriptions are completed and submitted on time.
- Provides direct reports with the necessary access and offers honest feedback promptly.

ILEPSE Division Leadership - 35%

- Develops and articulates a vision for the future.
- Develops and maintains a statewide and national presence.
- Ensures training programs are high quality and serve as a model for the state.
- Actively participates in agency leadership discussions to explore, establish, and contribute to the overall effectiveness of the agency.
- Conducts division meetings to share information, gather employee input, and communicate the division's vision and direction.
- Resolves challenging issues promptly and in accordance with system policies, agency regulations, and Standard Administrative Procedures (SAPS).
- Embraces an environment of openness and respect among staff.

Fiscal Administration and Program Management – 10%

- Makes decisions that ensure the division remains fiscally stable.
- Pursues diverse sources of funding.
- Manages funds effectively to maintain a positive cash flow at year-end closing.
- Decides on the continuation or selection of programs.
- Ensures that budget development and submission align with agency timelines and standards.
- Conducts meaningful program reviews that provide a comprehensive understanding of financial health or risk.
- Submits operational budgets that include program forecasting.
- Reviews and examines contracts within the division before they are submitted for agency approval.
- Implements internal controls to ensure accountability in areas of cash receipts and contracts.

Planning – 5%

- Establishes an effective planning process by engaging direct reports to set short- and long-term goals and priorities for the divisions.
- Creates planning processes for budgeting and personnel allocation.
- Supervises the development of a marketing plan for the division.

External Relations – 5%

- Creates and sustains advisory committees, leveraging their insights to better serve the constituency.
- Builds and maintains positive relationships with national boards and advisory groups.
- Develops and preserves positive relationships with state-level organizations.

Internal Collaboration – 5%

- Collaborates with other divisions to improve programs across the entire agency.

Other Duties:

- Performs additional work duties as assigned.

All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution's verification of credentials and/or other information required by the institution's procedures, including the completion of the criminal history check.

Equal Opportunity/Affirmative Action/Veterans/Disability Employer.