

New River Criminal Justice Training Academy

Mailing Address : P. O. Box 1085, Dublin, VA 24084-1085
Physical/Shipping Address : 601 Marcy Road Dublin, VA 24084
Phone: 540-674-5846
Fax: 540-674-5849
www.nrcjta.org

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Professionalism through Training

EXECUTIVE DIRECTOR POSITION ANNOUNCEMENT

The NRCTJA Board of Directors is now accepting applications cover letters and resumes from all interested candidates for the position of Executive Director. Each applicant must submit a state application, letter of application and a resume no later than February 27, 2020 to the Chairman of the Board of Directors at the following:

Attn: Search Committee NRCJTA
Sheriff Brian Craig, Chairperson of the NRCJTA Board of Directors
Floyd County Sheriff's Office
100 E. Main Street Room 206
Floyd, VA 24091

General Statement of Duties:

The Executive Director of the New River Criminal Justice Training Academy is the Chief Executive Officer of the Training Academy. As such, the Director has the responsibility of the entire operation/administration of the New River Academy. The Executive Director shall manage the New River Criminal Justice Training Academy within the general policy guidelines established by the Academy Board of Directors.

Specific Position Responsibilities:

It will be the responsibility of the Director to keep the Board of Directors advised of all business matters relating to the proper and efficient administration of the Training Academy. Additionally the Director shall:

- Be responsible for the hiring and supervision of all Academy employees whose positions have been authorized by the Board of Directors

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- Be responsible for the preparation of agenda, notice of meetings etc., as directed and approved by the Board of Directors or its Chairman
- Be responsible for the preparation and maintenance of minutes; to ensure the proper maintenance of all records for the Academy
- Ensure the proper handling and security of Academy equipment, materials and supplies
- Prepare an annual operating budget in cooperation with or for the review and approval of the Board of Directors and to submit this budget to each of the member jurisdictions for approval by their governing Boards
- Represent the board of Directors, when requested to do so, for public, private, or civic matters
- Ensure that all matters of administration and training within the Academy comply with the rules and regulations established by the board of Directors and the Department of Criminal Justice Services, as mandated by law
- Develop the Training Academy curriculum, subject to the review and approval of the Board of Directors and the Department of Criminal Justice Services
- Ensure that mandated classes meet the criteria of the Board of Directors and the Department of Criminal Justice Services
- Be responsible for the scheduling of classes and Instructors
- Be responsible for the approval of student satisfactory completion of courses
- Be responsible for the preparation and execution of graduation exercises
- Carry out other assignments as directed by the Board of Directors
- Work closely with the Executive Committee, which shall function for the Board in its relationship to the Director between meetings of the Board.

Employment Standards:

At a minimum, the Academy Executive Director shall possess a Bachelor's Degree from an accredited educational institution; however, a Graduate Degree is highly encouraged. This

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degree should be in a Criminal Justice or a governmental field, which has exposure to the Criminal Justice or other Legal process.

The Executive Director shall possess a minimum of five (5) years managerial experience and have personally supervised personnel. The Executive Director shall have the ability to express themselves verbally, and have the ability to write well; have thorough knowledge of English and form, good management skills, to include computer literacy and relevant business administration skills.

Pay and Benefits:

The Academy Board of Directors have established a salary range for this position:

Salary Range:

Pay will be commensurate to experience

Benefit Package Includes:

Paid:

- State Retirement paid 95%
- Individual Blue Cross/Blue Shield Coverage paid 90%
- Individual Life Insurance Coverage paid 95%
- Vacation Up To 18 Days Annually
- Unlimited accumulated Sick Leave
- Take home car provided by the academy

In accordance with Federal/State/civil rights law and New River Criminal Justice Training Academy(NRCJTA) regulations and policies, the NRCJTA, its offices, and employees are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or sponsored by NRCJTA. NRCJTA is an equal opportunity employer.