

Classification Title: CCBI Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Directs the activities and resources of the City-County Bureau of Identification. Oversees crime scene investigation and identification, court presentations and ensures accurate and professional testimony and visual evidence presented.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Oversees the daily operations of the department, a joint operation between the County, the City and the District Attorney's Office. Manages schedule and personnel actions. Monitors budget expenditures and funding. Acts as liaison between the department and other County personnel.
2	L	Ensures efficiency in crime scene investigation, DWI test administration and the automation of criminal arrest records collection and maintenance.
3	L	Develops and presents the annual budget and monitors all expenditures. Researches budget documents and provides information regarding expenditures and justifications for funding.
4	H	Responds to major crime scenes within the County and acts as a liaison between various law enforcement agencies. Takes the lead role when coordinating on-scene functions and responsibilities with other law enforcement agencies.
5	L	Oversees all personnel actions, to include review of applications for employment, performance evaluations, salary increases and all disciplinary actions.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Police Science, Law Enforcement, Criminal Justice or related field.
Experience	Six years of experience in law enforcement administration.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required. Basic Law Enforcement Certification.

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Has responsibility for the final approval of at least one departmental budget and presents the budget(s) to County Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Intoxilyzers, fingerprinting tools and equipment, cameras and peripherals, communications equipment, fax machines, copiers, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

Wake County, NC

**Classification 7140
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PROTECTIVE EQUIPMENT REQUIRED:
Personal protective equipment