

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Director of Operations**

**Opening Date: December 11, 2015 Closing Date: Until Filled**

**Job Responsibilities and Duties:** Incumbent will serve as the Director of Operations for the Delaware Department of Justice reporting directly to the Chief of Staff. The incumbent will be responsible for directing and managing administrative and support operations within the Department. Incumbent will exercise direct supervision over Operations group within the Executive Offices. A major portion of the assignments involve planning and organizing in order to manage diverse, yet interrelated functional support areas within the Executive Offices such as the Information Technology, Facilities, Supply, Purchasing and Fleet Management units.

Duties will include directing and managing the New Castle, Kent and Sussex County offices from a facilities and administrative perspective. This includes working with Division Heads and the Human Resources Unit to be informed of new employees and departing employees to confirm personnel are provided for with work space and equipment; management of the vehicle fleet operations ensuring safe and reliable transportation for employees requiring the use of a state vehicle; strategic and tactical fiscal management to include assisting with preparation for the annual budget request, exercising authority over the departmental expenditures and collaborating closely with the Department's Controller; preparation and execution of contracts for goods and services, ensuring all purchases are in compliance with State purchasing statutes; providing management and direction to the Information Technology Unit to include approving the purchase and distribution of software and hardware for the Department.

The incumbent may be called upon to represent the Chief Deputy Attorney General, Chief of Staff and/or the Attorney General at various meetings, boards, and or commissions for all three counties.

The incumbent will also work with the Human Resources Unit regarding assistance with personnel matters as directed by the Chief of Staff.

**Principal Accountabilities:**

1. Serves as a member of the Attorney General's executive management team providing support services statewide to all employees.
2. Supervises Information Technology, Facilities, Supply, Purchasing, Operations, Fleet Management Units and mail/messaging services.

3. Plans, develops, recommends, evaluates and implements general operational policies and procedures.
4. Manages the Department's fleet vehicles to include: maintenance, requests for funding, proper allocation of resources and compliance with State and Federal Laws.
5. Collaborates with the Department's Controller to produce the annual Department Budget Recommendation to the Governor. Assists in preparing the Attorney General and/or Chief of Staff for presentations before both the Budget Office and the Joint Finance Committee.
6. Serves as principal authority for authorizing expenditure of funds for operational needs of the Department to include: supplies, equipment, office furniture and telecommunications equipment.
7. Develops legal contracts for goods and services; coordinates with Civil Division Deputy Attorneys General to ensure that contracts are legally enforceable and in compliance with purchasing laws.
8. Works closely with Office Managers from all three counties to ensure that all personnel have supplies, equipment and infrastructure necessary to complete required tasks.
9. Although incumbent will be stationed primarily in New Castle County, incumbent is expected to travel frequently to Kent and Sussex county offices to perform job tasks and to meet needs of employees in those locations.
10. Maintains a close liaison with the State Real Property Manager regarding negotiations for leased property.
11. Provides for strategic and tactical Information Technology vision; will develop the annual Information Technology Plan and will ensure progress toward strategic objectives throughout the fiscal year.
12. Serves as the Department's Records Retention Manager; maintains liaison with the Division of Public Archives for retention, archiving and destruction of Department files.

**Minimum Qualifications:**

Applicants must have education, training and /or experience demonstrating competence in the following areas:

1. Knowledge, skills and experience with facility management to include justification for additional office space, preparation of rental agreements, safety practices within facilities, telecommunications, execution of maintenance contracts and fleet services.
2. Comprehensive knowledge, skill and managerial experience in the development and oversight of Information Technology to include contemporary knowledge of operating systems, applicable software/hardware requirements and network administration.
3. Experience with the strategic planning process to include the ability to facilitate strategic planning sessions and the development of performance measures.
4. Experience with establishing goals, objectives and priorities for a Division-level operation.
5. Experience with planning, developing and implementing general operating policies and procedures applicable to a Department.
6. Experience in effective supervision, training and leadership.

**Desired Qualifications:**

(Applicants who do not possess the desired qualification(s) will still be eligible to compete for this position if job requirements are met)

1. Experience with Delaware courts and criminal justice agencies, including related systems and business processes.
2. Knowledge and managerial experience in government budget processes, purchasing and supplies, grant and contract administration and applicable federal and state laws.

*Internal Department Applicants:* Please submit an updated Resume or Summary of Work experience to the Director of Human Resources.

*External Applicants:* Please submit your Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801 or E-mail to [DOJHR@state.de.us](mailto:DOJHR@state.de.us) or Fax to: 302- 577-5866.  
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