

## **DCI DIRECTOR**

This is a full-time position with the Office of the Attorney General.

### **Job Description:**

The Director is the chief executive of the South Dakota Division of Criminal Investigation and shall be responsible for the administration, personnel, and operations of the Division.

### **Duties and Responsibilities:**

Director shall have the authority to transfer personnel and make duty assignments and promotions as deemed necessary in accordance with the laws of the State of South Dakota and the rules and regulations of the Law Enforcement Civil Service Commission

Shall have the authority to counsel employees, issue oral and written reprimands, impose suspensions, and administer terminations. May also relieve Division personnel of duties, pending administrative or criminal investigations, or when it is apparent an agent is not physically or emotionally fit for duty. The Director shall have the prerogative of delegating authority to other agents.

Shall be responsible for administering the necessary management functions of the Division of Criminal Investigation, including budget preparation, maintenance of activity records, procurement of supplies and equipment, attendance at meetings, and other duties related to the operation and management of the Division of Criminal Investigation.

Shall provide sound law enforcement and criminal investigation in accordance with the law, rules, regulations, and policies prescribed by statute.

Shall coordinate the functions of the Division of Criminal Investigation with those of other divisions, departments, and agencies of government.

Shall coordinate the enforcement effort and criminal investigations among other state, local, and federal law enforcement, tribal law enforcement, and governmental agencies.

Shall be responsible for appointing Assistant Directors, Training Administrator, and Supervisory Special Agents.

Shall provide an adequate training program for all Division personnel according to their respective needs.

Shall make selection of the newly hired personnel. This is done in conjunction with the Attorney General based upon the eligibility list furnished by the State Bureau of Human Resources.

Shall report to the Attorney General as directed or requested and in accordance with the laws of the State of South Dakota

Shall perform all lawful assignments, directives, or requested by the Attorney General or his designee and shall keep the Attorney General advised on all matters concerning the operations of the Division of Criminal Investigations.

**Licenses and Certifications:**

Must be a current or former sworn law enforcement executive holding or eligible to obtain law enforcement certification within the State of South Dakota

**The Ideal Candidate Will Have:**

Several years of personnel management experience within a law enforcement agency with involvement in the recruitment, retention, training and hiring process.

**Knowledge, Skills, and Abilities:**

- Proven investigative skills and experience with all aspects of investigative services.
- Demonstrated Fiscal management experience, including budgeting, grant applications and familiarity with state funding and legislative/ statutory expenditure controls.
- Demonstrated experience in strategic planning, capable of establishing long- and short-term objectives.
- Candidates must have the ability to communicate clearly both orally and in writing. Experience in public speaking capable of representing the Attorney General and Law enforcement at a variety of public or training venues.

Letters of interest and resumes will be accepted until October 10, 2022, should be sent to Jim Vlahakis chairman of the recommendation committee either by mail or in electronic form to:

[sheriff@yanktonlaw.com](mailto:sheriff@yanktonlaw.com) or 410 Walnut Steet Ste #104, Yankton, SD 57078