

DIRECTOR OF THE OFFICE OF GUN VIOLENCE

Classified Unclassified

New Revised

DEFINITION

Under the general direction of the Governor, this is a position of policy determining nature. The Director is tasked with providing leadership, daily management, oversight and coordination of the Office of Gun Violence Prevention (GVP). The Director will coordinate and work closely with the Governor's Advisory Council on Community Violence Intervention (ACCVI) with the goal of, developing and implementing strategic interventions aimed at decreasing violence and improving public safety through meaningful coordination with local and federal government, community and private sector entities; reinforcing community norms against criminal behavior; and deploying and pursuing all available resources through local, federal and private partnerships to counsel and provide alternative paths and opportunities to those individuals at risk of being recruited into violent criminal enterprises.

DUTIES (NOT ALL INCLUSIVE)

Advise leadership on immediate-, short- and long-term priority setting in order to develop and support a sustainable, culturally competent environment for groups and high-risk individuals.

Develop and implement strategic interventions aimed and decreasing gun violence and improving public safety.

Provides daily operational management, and coordination of the GVP office; provide leadership, supervision and guidance to subordinate staff by establishing work standards, objectives and goals; evaluating subordinates activities and work performance.

Aids and collaborates with an interagency working team on the ongoing implementation of a gun violence reduction strategy.

Develops and maintain a strong working relationship with the Virgin Islands Police Department.

Maintains strong, collaborative working relationships with a broad set of stakeholders, including the local community and Government of the Virgin Islands (GVI) agencies as well as federal law enforcement partners; community-based organizations; and social service providers.

Establishes and maintains information management systems to collect, analyze and evaluate data.

Assess and advise on the resource needs in fully supporting the Office's efforts and build a professional, high-performing team to achieve the Governor's gun violence prevention goals.

Works with the ACCVI to ensure that adequate resources are available and barriers to success are removed.

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Develop the necessary processes and systems necessary for the strategic plan to be sustained and institutionalized within the USVI.

Communicates progress to all relevant stakeholders, both in written and oral forms.

Performs other related duties.

FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of how to deliver results in a high pressure environment with multiple work streams.

Knowledge in criminal justice, law enforcement, community development and/or policymaking.

Skill in project management

Skill in problem solving with the ability to anticipate problems and develop solutions with deadlines.

Ability to be an effective communicator, possessing both strong public speaking and strong writing skills.

Knowledge of understanding the mechanics of the GVI.

Ability to work with law enforcement personnel, grass roots community leaders and social services organizations.

Ability to effectively collaborate with multi-disciplinary cross agency project teams.

Ability to create comprehensive plans that identifies all tasks, resources and deliverables required to achieve the desired result.

Ability to interact with difficult/challenging people in a professional manner.

Ability to identify conflicting facts and resolve discrepancies.

Ability to provide good organizational and time management skills.

FACTOR 2 – SUPERVISORY CONTROLS

Works under the general direction with considerable latitude to exercise independent judgement; work is subject to review to ensure conformance to policies, procedures, objectives, rules, and regulations.

FACTOR 3 - GUIDELINES

Guidelines consist of the agency/department procedures and operations, local and federal guidelines, policy, rules, and regulations as they relate to Law Enforcement.

FACTOR 4 - COMPLEXITY

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Employee performs policy making decisions and must be alert and observant to assess conflicting information. Provides assistance and collaboration with an interagency team.

FACTOR 5 – SCOPE AND EFFECT

The purpose of this position is to collaborate effectively with law enforcement personnel to identify and apply crime reduction with in the community.

FACTOR 6 – PERSONAL CONTACTS

Contacts are made with the general public, community leaders, other government agencies, the private sector, employers, and co-workers.

FACTOR 7 – PURPOSE OF CONTACTS

Contacts are made to coordinate and implement strategies for effective law enforcement.

FACTOR 8 – PHYSICAL DEMANDS

Work is mostly performed in an office setting with some walking, standing, and carrying out long hours of community assistance work.

FACTOR 9 – WORK ENVIRONMENT

Work is primarily performed in an office setting. Travel is required.

MINIMUM QUALIFICATIONS

Bachelor's degree in social work, urban planning, criminal justice, public health, or other related field and/or a minimum of five (5) years in senior level position. Work experience in the US Virgin Islands, along with crime reduction and or statistical analysis is preferred.