

Executive Director
Piedmont Regional Criminal Justice Training Academy

The Piedmont Regional Criminal Justice Training Academy in Martinsville, VA is seeking a qualified candidate for the position of Executive Director. The PRCJTA is one of 10 regional training academies in the state and is comprised of 13 member agencies with a total of 730 students requiring basic, in-service, and specialized criminal justice related training.

Responsibilities include hiring & supervision of employees; preparation of meeting agendas & notices; ensure the proper handling & security of equipment, materials and supplies; prepare an annual operating budget; represent the Academy at events; ensure that all matters of administration & training comply with all rules and regulations; to develop the training academy curriculum and lesson plans; instruct as necessary; and to be responsible for the final approval of each student's satisfactory completion of courses.

Qualifications

Bachelor's Degree from an accredited educational institution, or equivalent experience; a Graduate Degree is highly encouraged. Degree should be in a Criminal Justice, Law Enforcement, or governmental field which has exposure to the Criminal Justice legal process. Minimum of 5 years managerial experience. Must have excellent communication skills and be computer literate.

Salary

\$57,000 to \$75,000 DOQ, benefit package provided by the City of Martinsville.

Submit resume to:

JR Powell
Martinsville-Henry County 911 Center
P.O. Box 7
Collinsville, VA 24078

Position is open until filled. EOE.