

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
JOB OPPORTUNITY  
EXECUTIVE DIRECTOR - CRIMINAL JUSTICE INFORMATION SYSTEM GOVERNING BOARD (CJIS)**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public

**Location:** Criminal Justice Information System Governing Board, 55 Farmington Avenue, Hartford

**Job Posting No:** 91128

**Salary:** \$98,327 – \$178,651  
(New hires to state employment start at the minimum salary range for EX 03)

**Closing Date:** **Tuesday, October 13, 2015**  
(Incomplete or late application packages will not be considered)

The Criminal Justice Information System Governing Board is responsible for designing and implementing a comprehensive, state-wide information technology system to facilitate the immediate, seamless and comprehensive sharing of information among all state agencies, departments, boards and commissions having any cognizance over matters relating to law enforcement and criminal justice, and organized local police departments and law enforcement officials. The Department of Emergency Services and Public Protection provides administrative support to the CJIS Board.

The Executive Director is appointed by the Criminal Justice Information System Governing Board in accordance with Section 54-142q (e) of the Connecticut General Statutes and serves at the pleasure of the board. This is an unclassified appointed position assigned to the Executive pay plan.

The Executive Director executes the plans, maintains the policies and adheres to the direction for the efficient operation and integration of the Criminal Justice Information Systems (CJIS) as provided by the governing board. The Executive Director will collaborate with the Department of Emergency Services and Public Protection Chief Information Technology Officer (DESPP CITO), ensuring efficient system integration and alignment. The Executive Director, in consultation with the DESPP CITO, provides status reports to the Criminal Justice Information System Governing Board and General Assembly, as needed.

The Criminal Justice Information System (CJIS) Executive Director shall oversee the management and business alignment of a statewide information technology system consisting of the Connecticut Information Sharing System (CISS), Connecticut Impaired Driver Records Information System (CIDRIS), Offender Based Tracking System (OBTS), and the Connecticut Racial Profiling Prohibition Project which shall facilitate the sharing of law enforcement and criminal justice information between state agencies, boards and commissions having cognizance over matters relating to law enforcement and criminal justice, and organized local police departments.

**Duties include but are not limited to:**

Coordination of criminal justice information applications within the scope of CJIS; provides assistance to the CJIS governing board in the development and maintenance of plans and policies; assists CJIS governing board with the establishment of standards and procedures used by agencies to ensure user interoperability of such systems including authorization of access to and security of information systems; oversees all planning functions including implementation of an agency technical architecture plan for a comprehensive integrated information system; and provides oversight of consultants assigned to CJIS projects. Performing related duties as required.

**Preferred Experience and Training:**

All candidates should have proven leadership, a team vision, system implementation and relationship management experience. Experience and other qualifications include:

- At least 10 years of management experience; track record of effectively leading a performance and outcomes-based organization and IT technical staff; ability to point to specific examples of having developed and operationalized strategies that have launched a new shared services organization;
- Minimum of a Bachelor Degree, Master level-degree preferred.
- Demonstrated ability in multi-system integration and data-driven program evaluation, excellence in organizational management with the ability to mentor staff and develop high-performance teams, set and achieve strategic objectives, and develop and manage within a budget;
- Past success working with multi-stakeholder organizations with the ability to build trusted relationships;
- Strong written and verbal communication skills; a persuasive and effective communicator with excellent interpersonal and multidisciplinary project skills;

- Action-oriented, adaptable, and innovative approach to business planning; ability to work effectively in collaboration with diverse groups of people; and
- Demonstrated ability to successfully lead Information Technology projects from concept through to implementation.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter, resume, [CT HR 12](#) (State Application) & [CT HR 13](#) (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by **Tuesday, October 13, 2015, close of business** to:

**The Department of Emergency Services and Public Protection**  
**1111 Country Club Road, Middletown, CT 06457**  
**Attn: Lucy I. Manente, Human Resources Specialist**  
**or**  
**Fax: (860) 685 – 8356**

**Due to the large volume of applications received, we are unable confirm receipt of applications.**

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a fingerprint supported state and federal criminal history records check along with reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer.**