



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 5710

HIGHWAY PATROL DISTRICT COMMANDER
GRADE O

SCOPE OF WORK:

Work involves planning and directing the staff and activities of an assigned district within the North Dakota Highway Patrol (NDHP). Alternatively, a few positions assigned this classification are specialty positions at headquarters that involve planning and directing statewide programs. Positions in this classification report to the Division or Field Operations Commander.

DUTIES PERFORMED:

- Carry out orders given by superior officers of the NDHP; enforce agency policies, procedures, rules, and regulations.
- Establish and maintain clear lines of communication utilizing the Chain of Command concept.
- Supervise staff within the district; plan work and staff assignments and develop a master schedule to ensure maximum utilization of staff; monitor, evaluate, and manage work performance to achieve agency goals; prepare and provide performance evaluations.
- Train staff within the district; evaluate training needs; assist staff in developing career plans; plan, schedule, and conduct training meetings.
- Ensure safety of district staff and equipment; conduct investigations related to accidents/incidents involving staff and/or equipment; provide recommendations to headquarters to prevent reoccurrence; maintain equipment, district facilities, and other fixed assets.
- Manage and monitor district's performance based budget goals and federally funded overtime programs.
- Provide input to superior officers regarding NDHP goals and objectives related to Strategic Planning.
- Coordinate and cooperate with local, state, and federal law enforcement and government agencies.
- Develop and maintain community, court, and media relations.
- Perform all duties of subordinate personnel including supervisory call.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and one year work experience as a Highway Patrol Sergeant within the NDHP. An equivalent combination of training, education, and/or work experience may substitute for the degree requirement. The hiring authority may specify additional qualifications at the time of recruitment.

Eff. Date: 05/84

Rev: 03/00 – Word processing conversion

Rev: 08/06 – Revised title, scope, duties, minimum qualifications, and factors

Rev: 07/12 – Conversion to Hay System