



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code: 5714

HIGHWAY PATROL DIVISION COMMANDER
GRADE Q

SCOPE OF WORK:

Work involves planning and directing the staff and activities of the Administrative Services or Support Services Divisions within the North Dakota Highway Patrol (NDHP). Positions in this classification report directly to the Highway Patrol Superintendent.

DUTIES PERFORMED:

- Direct and oversee systems, functions, processes, and activities within the division.
- Supervise staff within the division; plan and assign work; monitor and evaluate performance.
- Develop and administer the division budget; monitor and approve expenditures; participate in the development and prioritization of the agency budget.
- Plan, develop, update, and implement policies, procedures, goals, objectives, and strategic plans.
- Ensure compliance with state and federal laws, rules, regulations, and agency policies, procedures, and requirements.
- Provide information, reports, advice, and recommendations to Superintendent regarding issues relating to the Division.
- Collaborate, coordinate, and communicate with other commanders and staff on matters relating to the division.
- Participate in and/or chair various agency, local, state, regional, and national committees representing the NDHP and North Dakota law enforcement.

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 three years work experience as a Highway Patrol District Commander 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: 08/06

Rev: 07/12 – Conversion to Hay System