

LIEUTENANT/VCSO

CODES/PAY RANGE

Class Code: 3160

EEO Code: B

Pay Range: 217

MAJOR FUNCTION

Mid-level management work directing public safety activities or specialized administrative or operational Sections. Commanding activities and providing operational level management, leadership and direction in the implementation of the Department standards.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Directly supervises the first line supervisors and employees of the District or administrative/operational Section to which assigned.

Prepares schedules, budgets, and other specialized reports. Conducts quarterly and annual evaluations.

Implements programs that will increase the productivity of the assigned area.

Reviews and approves subordinate decisions, recommendations and actions.

Reviews and participates in disciplinary actions at Division level.

Maintains standards and reports necessary for Accreditation.

Conducts daily briefing with Division Commander, District Commander, or the Commander's designee, regarding the operational progress of the Division.

Participates in Staff functions as necessary at Division level.

Performs line inspections at District or Section level.

Oversees all operational and administrative functions in absence of the Captain.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

All skills, knowledge and abilities required for lower ranking officers.

(Lieutenant/VCSO continued)

Knowledge of modern principles, practices, and methods of police administration.

Ability to plan, assign, supervise and review the work of subordinate personnel. Ability to establish and maintain effective working relationships with other public officials and the community. Ability to exercise good judgement in evaluating situations and making decisions.

MINIMUM QUALIFICATIONS

Two (2) years of current and continuous service as a Sergeant with the Volusia County Sheriff's Office; and Associate's degree in Criminal Justice or closely related field.

A comparable amount of education and police supervisory experience at or above the rank of Sergeant may be substituted for the minimum educational requirement.

ADA REQUIREMENTS:

*ADA position requirements may vary depending on District or Section to which assigned.

Physical Demands: Heavy to Very Heavy work.

Ability to run a minimum of fifty (50) yards.

Ability to climb a minimum of six (6) feet.

Ability to broad jump a minimum of six (6) feet.

Ability to drag, lift, carry a minimum of 150 pounds.

Ability to crawl a minimum of ten (10) yards.

Ability to swim a minimum of fifty (50) yards with a flotation device.

Ability to operate emergency vehicles. Ability to traverse all types of terrain, i.e. urban, woods, swamp, hills. Ability to use restraints, i.e. handcuffs, hobble.

Ability to sit for long periods of time. Ability to bend, crouch, reach, see, hear, smell, pull, push, stand, kneel, handle, stoop, balance, talk, feel; finger dexterity. Ability to effectuate an arrest with or without physical resistance.

Ability to perform shift work, 24 hours a day, seven (7) days a week.

Environmental Demands: Inside and outside work. Ability to tolerate inclement weather including heat, humidity, rain, cold, fog, sleet. Possible exposure to hazardous materials and conditions; toxic conditions, fumes, odors, noise, vibration, dust, confined areas, animal/human waste.

Mental Demands: Ability to read and comprehend professional and technical manuals, procedures, journals and documents; legal documents; maps and layouts; memos, reports, summaries and evaluations. Ability to perform basic mathematical functions. Ability to write complex documents relaying information, data, and details. Ability to speak clearly and concisely to layman.

Revised 2/02 Revised 5/96
Revised 10/94