

MAJOR/VCSO

CODES/PAY RANGE

Class Code: 3168 EEO Code: A FLSA: E Pay Range: C

MAJOR FUNCTION

Executive level law enforcement in the management and administration of all phases of the Sheriff's Office.

Involves the responsibility for providing leadership and direction in the implementation of Department standards through the supervision of subordinate commanders. Work is performed under the administrative direction of the Sheriff and is reviewed through conferences and progress reports.

ILLUSTRATIVE DUTIES

(NOTE: These are only intended 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.)

Manages, directs and reviews all law enforcement operations and administration.

Direct supervision of employees in the Division to which assigned.

Prepares schedules, budgets, and other specialized reports.

Plans and initiates programs that will increase the productivity of the appropriate Divisions.

Reviews and approves subordinate decisions, recommendations and actions.

Reviews and participates in disciplinary actions.

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

Makes recommendations relative to development of standards, Department objectives, methods and procedures for the enhancement of the operation and administration of the Sheriff's Office.

Assumes responsibility for the Sheriff's Office operations and represents the Sheriff in his absence or as assigned.

Performs related work as required.

(Major/VCSO continued)

KNOWLEDGE, ABILITIES AND SKILLS

Skilled in the areas of business administration, as well as, police administration and operations.

Knowledge of current management practices, principles and procedures to include; budgeting for governmental agencies, and human resources management. Knowledge of the operating procedures in the Office of the Sheriff.

Ability to develop and direct the implementation of various standards and programs designed to improve the Department's operational and administrative efficiency. 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

Bachelor's degree in Criminal Justice, or a closely related field.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

The classification of Major is a position in the Unclassified Service.

ADA REQUIREMENTS:

Physical Demands: Sedentary work. Ability to talk.

Mental Demands: Language development at level to read scientific and technical journals, abstracts, financial reports and legal documents. Ability to write business letters, summaries and reports. Ability to perform public speaking. Ability to perform basic mathematical calculations including addition, subtraction, multiplication, division, percentages, etc.

Environmental Demands: Inside work.

Revised 10/98
Replaces 10/97