

SO CHIEF DEPUTY

CODES/PAY GRADE

Class Code:3172

EEO Code: A

FLSA: E

Pay Grade: A

MAJOR FUNCTION

Executive staff position responsible for the daily administration and operation of the Sheriff's Office. Serves as the second-in-command to the Sheriff.

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.)

Serves as the Sheriff Pro Tem. Performs all duties commensurate with this function.

Oversees the daily operation of the Sheriff's Department by directing, supervising and coordinating activities through administrative personnel and division commanders. Duties include reviewing and approving budget preparation and implementation, personnel actions and assignments, expenditures, capital improvements, the management of emergency and disaster plans.

Evaluates the efficiency and effectiveness of the operations/divisions to ensure compliance and adherence to the Directives Manual through studies and analysis of personnel performance, work methods, field observations, complaints and conferences with the Sheriff, Division Commanders and other deputies.

Exercises the authority to oversee the course of action and conduct of law enforcement investigation, special and emergency situations. Assumes charge of law enforcement activities on the scene and develops and modifies operation plans covering emergencies.

Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of modern police administration principles and techniques. Knowledge of the practices and principles of community policing within a multi-ethnic community structure. Knowledge of current management practices, principles and procedures to include: budgeting for

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government 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, Public Administration, Behavioral Science or related field.

Extensive administrative law enforcement experience may be substituted for the required education.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to talk, see. Ability to operate a motorized vehicle.

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.