

UNDERSHERIFF

JOB PURPOSE AND SUMMARY

To plan, direct, manage and oversee the activities and operations of the Sheriff's Department including administration, operations, planning and custody; to coordinate assigned activities with other County departments and outside agencies; and to provide highly responsible and complex administrative support to the Sheriff.

Receives general administrative direction from the Sheriff.

Exercises direct supervision over sworn and non-sworn management, supervisory, technical and clerical staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES - Duties may include but are not limited to the following:

- Assume management responsibility for all Sheriff Department services and activities including administration, operations, planning, and custody; recommend and administer policies and procedures.
- Coordinate Sheriff's Department activities with those of other departments and outside agencies and organizations including crowd handling, group civil disobedience and raids; prepare and present staff reports and other necessary correspondence.
- Plan, direct and coordinate, through subordinate level managers, the Sheriff Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Manage and participate in the development and administration of the Sheriff's Department budget; direct the forecast of additional funds as needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Select, train, motivate and evaluate Sheriff's Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Sheriff; implement improvements.

- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Review completed criminal investigations for thoroughness, reliability, and methodology; determine whether investigations should be reopened, continued or terminated; conduct periodic review of case handlings.
- Participate in planning and organizing activities to accommodate major problems in crowd control, group civil disobedience, and raids.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Conduct special investigations and direct investigations involving internal affairs.
- Serve as Acting Sheriff as required.
- Perform related duties as assigned.

QUALIFICATIONS

Experience and Training:

- Six years of increasingly responsible experience in law enforcement work including three years of administrative and supervisory responsibility.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in police science, criminal justice, public or business administration or a related field.

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Possession of a Mid-management Certificate from the Washington State Criminal Justice Training Commission.

Any combination of experience and training that would likely provide the required knowledge and abilities will be considered.

Knowledge of....organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; modern and complex principles and practices of program development and administration; procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, jail operations, and arrest; principles and practices in processing Coroner cases; principles of search and seizure and preservation of evidence in traffic and criminal cases; principles and

practices of organization, administration and personnel management; principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation; pertinent Federal, State, and local laws, codes and regulations; principles and procedures of record keeping and reporting; types of law enforcement equipment, materials and specialty items.

Ability to....analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; analyze situation and adopt effective courses of action, often in stressful and emergency situations; interpret and apply Federal, State and local policies, procedures, laws and regulations; effectively administer a variety of law enforcement activities; use and care for firearms; select, supervise, train and evaluate assigned staff; prepare and administer a budget; gain cooperation through discussion and persuasion; respond to requests and inquiries from the general public; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including County and other government officials, community groups, the general public, and media representatives.

Office use: 6/23/00