

Job Class Code: 7770	FLSA Status: Partially Exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and provide highly responsible oversight of major sections or programs in detention facilities, court security systems, legal processes and other law enforcement areas and activities. The class is responsible for supervision of personnel, planning and managing major functions, assisting with policy and procedures, evaluation, and administrative activities. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Acts for supervisor in his or her absence; coordinates with other organizational activities or outside agencies on matters of mutual interest or concern.
- Plans and oversees detention facility processes such as processing of inmates into and out of detention facility, security, work release, court schedules, transportation, inmate wellbeing, and other administrative matters.
- Plans and oversees court activities and processes such as security, suspect or inmate transportation, service of legal documents, vehicle management and maintenance, and other administrative matters.
- Plans and oversees specialized areas or activities such as investigations, training, administration, fugitive teams, records, public information, civic activities, material management, and other.
- Develops or recommends policies and procedures for operations in accordance with requirements and guidelines, promulgates, and evaluates to ensure compliance.
- Evaluates operations within area of responsibility by reviewing reports, conferences, and inspections to ensure quality and satisfaction of all requirements.
- Performs administrative functions such as recording information, preparing budgets, controlling expenditures, compiling reports, serving on committees or boards, and monitoring materials.
- Attends or conducts staff meetings to exchange information; attends, or schedules others to attend, in-service training and technical or professional classes to improve technical or professional skills; may teach classes as assigned.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures, and computes ratios, rates, and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.

Mental Requirements	Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, inmates, crime victims, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in law enforcement, criminal justice, management or closely related fields.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and driving record in compliance with City Driving Standards. Special skills or equipment certification will be required.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.