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| <b>Job Class Code: 7800</b>       | <b>FLSA Status: Exempt</b> |
| <b>Pay Basis: Salary (Annual)</b> | <b>EEO Category: 1</b>     |

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff and perform highly complex work in the administration of the Sheriff's Office. The class is responsible for supervision of staff and administration of policy, staffing, fiscal, information, public relations, civic activities, and other administrative duties. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

**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; attends public or civic meetings or other activities to represent Sheriff's Office.
- Administers major functional areas of Sheriff's Office; develops and administers policy, staffing requirements, fiscal accountability, contracts, maintenance, training programs, information programs, public relations, civic activities, and other.
- Monitors trends in technology, laws, rules, and City policy to plan organizational operations and future requirements.
- Implements policies and programs to improve operations; evaluates to measure effectiveness and applies corrective measures as required.
- Conducts special activities such as research of technology or methodologies, investigations of employee, inmate, or citizen complaints, special reports, or other.
- Administers an information program by monitoring management information, compiling information, and preparing special or routine reports or studies.
- 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**

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| <b>Data Involvement</b>                 | Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.   |
| <b>Interpersonal/People Involvement</b> | Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.  |
| <b>Reasoning Requirements</b>           | Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.   |
| <b>Mathematical Requirements</b>        | Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, geometric construction, algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications or schemes.  |
| <b>Language Requirements</b>            | Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.  |
| <b>Mental Requirements</b>              | Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies extensive understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure. |

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| <b>Decisions/Supervisory Control</b> | Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices. |
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**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

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| <b>Vocational/Educational Requirement</b>  | Requires any combination of education and experience equivalent to a bachelor's degree in criminology, law enforcement, criminal justice, counseling or closely related fields, with graduate work in substance abuse and mental health counseling and rehabilitation or closely related fields. |
| <b>Experience</b>                          | In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.  |
| <b>Special Certifications and Licenses</b> | Requires a valid driver's license and a driving record in compliance with City Driving Standards. Special skills or equipment certification will be required.  |
| <b>Special Requirements</b>                | 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**

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| 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. |
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*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.*