

Job Class Code: 7980	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist the Sheriff in directing the operation of the Sheriff’s Office. The class is responsible for staff supervision, and assisting with planning, policy, budgeting, administration, law enforcement, detention, records, reports, and other functions as assigned. 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	
<ul style="list-style-type: none"> • Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination. • Acts for superior officers in their absence. • Monitors trends in law enforcement technology, laws, rules, and City policy to plan operations and develop long range goals and objectives; assists with programming and negotiating for resources to achieve goals. • Advises and assists crime victims, the general public, subordinates, or others in law enforcement with policy or procedures interpretation; coordinates with other law enforcement agencies, emergency management agencies, and other agencies engaged in protecting the public on matters of mutual concern. • Develops and recommends or implements policies and procedures for all Sheriff’s Office functions; evaluates or oversees evaluation to determine efficiency and quality of Sheriff’s Office services. • Assists in developing and submitting budgets; justifies and defends budget requirements; monitors and/or approves expenditures; submits financial forms and reports. • Oversees administrative functions such as training, public information, records, reports, human resources, and other. • Performs research and oversees the collection and maintenance of information to support periodic and special reports or studies documenting organizational activities and events. • Attends or conducts staff, executive, or media meetings to exchange information or discuss matters affecting the Sheriff’s Office; attends and directs others to attend in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and law enforcement, scientific, legal, administrative, and professional practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.

Mathematical Requirements	Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements; may use algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications or schemes.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.

Mental Requirements	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.
Decisions/Supervisory Control	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.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in criminology, law enforcement, criminal justice, rehabilitation counseling 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 a driving record that is in compliance with City Driving Standards. Must be able to complete training and certification in the use of special equipment, tools, and/or weapons including the taser and OC (oleoresin capsicum) spray.
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.