

Job Class Code: 7790	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and perform complex work in the oversight of major divisions (Courts, Legal Process, Work Release, Jail & Jail Administrative Services) of the Sheriff’s Office. The class is responsible for supervision of personnel, planning and managing divisions, developing 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; attends public or civic meetings or other activities as required.
- Oversees major divisions of Sheriff’s Office such as legal processes, work release, court security, administrative services, detention, and other divisions as assigned. Has discretion to revise SOP’s and recommend changes to management.
- Monitors trends in technology, laws, rules, and City policy to plan activity operations and future requirements.
- Develops and recommends or implements policies and procedures for operations in accordance with requirements and guidelines; promulgates policies and procedures, and evaluates to ensure compliance.
- Manages operations by coordinating with supervisor and other activities, reviewing and scheduling work requirements, developing schedules, evaluating progress, and recording significant events and activities; addresses and resolves citizen complaints.
- Evaluates operations by reviewing reports, conferences, and inspections to ensure quality and satisfaction of all requirements.
- Plans and oversees specialized areas or activities such as investigations, training, administration, fugitive teams, records, public information, civic activities, material management, and other.
- Performs administrative functions such as recording information, preparing budgets, requesting grants, controlling expenditures, compiling reports, serving on committees or boards, and monitoring material or maintenance activities.
- 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	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 logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, geometric construction, algebraic solutions of equations and inequalities 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	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, 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 a 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.