

<b>Job Class Code: 7990</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 9</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to direct the operation of the Sheriff’s Office. The class is responsible for staff supervision, planning, policy, budgeting, administration, law enforcement, detention, court security, legal processes, records, and reports. The class researches and formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials.

**TYPICAL TASKS**

- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Develops long range goals and objectives; programs and negotiates with elected or appointed officials 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, community leaders, and other elected or appointed officials on community needs or other matters of mutual concern.
- Develops or approves policies and procedures for all Sheriff’s Office functions in accordance with federal, state, and local laws and rules; evaluates adherence, efficiency, and quality of services.
- Develops, justifies, and defends budget requirements; monitors and/or approves expenditures; submits financial forms and reports.
- Directs all administrative functions such as internal and external communications, training, public information, records, reports, human resources, disciplinary actions, staffing, promotion, and assignment processes, civic activities, and other.
- Directs all operational functions such as detention, court security, legal processes, incompetent person’s affairs, investigations, and other.
- Directs the collection and maintenance of information to support periodic and special reports documenting department activities and events.
- Attends or conducts staff, executive, or media meetings; serves on national, state, or local boards or committees.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
<b>Interpersonal/People Involvement</b>	Directs or commands others by issuing orders and instructions.
<b>Reasoning Requirements</b>	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.
<b>Mathematical Requirements</b>	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.
<b>Language Requirements</b>	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.

<b>Mental Requirements</b>	Performs professional level work requiring the application of scientific, legal, and managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in law enforcement, public administration, or closely related fields.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of ten 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.
<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**

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.*