

<b>Job Class Code: 7985</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**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 performing planning, policy, budgeting, administration, law enforcement, detention, records, reports, and other functions as assigned. 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.
- Acts for Sheriff in his or her absence.
- Monitors trends in law enforcement technology, laws, rules, and City policy to plan operations and develop long range goals and objectives; programs and negotiates 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 adherence, 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 internal and external communications, training, public information, records, reports, human resources, and other; oversees disciplinary actions and staffing, promotion, and assignment processes.
- Performs research and oversees information systems to support the collection and maintenance of information to support management actions and periodic or special reports or studies.
- Attends or conducts staff, executive, or media meetings to exchange information or discuss matters affecting the Sheriff's Office; arranges public relations events such as public tours and speaking engagements for the Sheriff or staff.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<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 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 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.
<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 criminology, law enforcement, criminal justice, public administration, 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. 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.
<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.*