



CLASSIFICATION NO. 102
Revised: 2/82, 1/93, 8/05, 12/18
FLSA: Exempt
EEO: 1

UNDERSHERIFF

CLASS CHARACTERISTICS

Under administrative direction, to plan, organize, direct and manage the personnel, activities and operations of the Sheriff's Office; to provide highly responsible and complex administrative and operational support to the Sheriff; to serve as the department director in the Sheriff's absence; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities that contract for law enforcement services.

The Undersheriff, which may use the working title of Chief Deputy, serves as a second in command to the elected County Sheriff and is responsible for fulfilling department goals and objectives as established by the Sheriff. Incumbents develop department policies and priorities and provides general direction to Division Captains and command staff.

The Undersheriff differs from the lower level Captains who administer and coordinate the work of assigned staff within one of the department's operational divisions.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Assists in the development and implementation of department goals and objectives; recommends and administers policies and procedures; directs, monitors and participates in the development of the department's work plan; assigns, reviews and evaluates projects, programs and methods; ensures department operations are in compliance with Federal and State statutes, rules and regulations.
2. Assists in coordinating department activities with other departments and outside agencies and organizations; participates in local, state and regional organizations, commissions and task forces to promote and coordinate intergovernmental programs; identifies, develops and implements progressive programs and techniques promoting greater efficiency.
3. Promotes department activities and programs with citizen groups, business associations and the public; evaluates and responds to complaints from employees, citizens and other government agencies; serves as personal representative and spokesperson of the Sheriff.

4. Participates in budget preparation and administration; prepares and reviews cost estimates; directs the monitoring and control of department expenditures.
5. Participates as a member of the management bargaining team in labor contract negotiations; directs the departmental implementation and administration of labor contracts.
6. Hires and directs department management staff; prepares performance evaluations; administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.
7. Represents the Sheriff's Office in policy decisions during emergency operations for disaster and/or catastrophic events.
8. Conducts research and strategic planning functions; analyzes trends and directs department projects including grants and capital improvements.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of police administration and administration of criminal justice programs; principles and techniques of law enforcement program development and administration; applicable federal and state laws, and rules and regulations; principles, methods and techniques of public administration, including personnel management and budget administration; principles and practices of employee relations, collective bargaining and labor contract administration; techniques of mediation, negotiation and public relations; state and local government operating methods and procedures.

Skill to: Plan, organize and direct a comprehensive law enforcement and/or corrections programs; define and analyze problems and identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals; formulate and implement operational and administrative policies; evaluate funding requirements; gain cooperation through discussion and persuasion; interpret and explain complex regulations, laws, guidelines, policies and procedures on a wide variety of issues; establish and maintain effective working relationships with government agencies, county employees and the public; communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; direct and evaluate management personnel.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of nine (9) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Basic Certification and Management Course Certification from the Department of Public Safety Standards and Training (DPSST).

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Must pass a pre-employment drug test.

POST-EMPLOYMENT REQUIREMENTS

Within two years of appointment, must possess Executive Certification from DPSST.

OTHER INFORMATION

Employment as an Undersheriff is held at the will and pleasure of the Sheriff.

Edited: 11/20