

MARSHALL COUNTY, ALABAMA

Job Description

CHIEF OF OPERATIONS, SHERIFF'S OFFICE

Department: Sheriff's Department

Job Code: 985

Pay Grade: 114

FLSA Status: Exempt

Reports To: Assistant Chief Deputy

JOB SUMMARY

The Chief of Operations, Sheriff's Office directs and coordinates day-to-day activities of County Sheriff's Department. Transmits orders to subordinate officers for execution. Supervises, through subordinate supervisors, patrol division, investigation, court services, jail, and communications. Develops and recommends departmental procedures to serve as guidelines for proper conduct of departmental activities, and monitors effectiveness of procedures. Reviews daily activities reports and other paperwork. Investigates or directs investigation of complaints against subordinates. Participates in hiring and disciplinary actions. Prepares budget, requisitions equipment, and services. Prepares reports and addresses civic and educational groups on law enforcement subjects. Assumes field command of division during emergency operations.

ESSENTIAL JOB FUNCTIONS

- Manages daily operations of the Sheriff's office by supervising sworn and non-sworn employees.
- Supervises through subordinate supervisors the patrol, civil and communications divisions.
- Oversees training of personnel.
- Reviews reports and other paperwork from patrol, civil and communications.
- Interprets new laws, ordinances, and procedural regulations for personnel.
- Provides direction and expertise on difficult situations in order to efficiently resolve crimes.
- Meets with supervisory staff, as needed, and provides information to Chief Deputy in order to keep them apprised of activities.
- Assumes field command, as needed and during emergency operations.
- Performs administrative tasks within scope of responsibility and participates in hiring and disciplinary process.
- Prepares reports and statistical information related to activities in order to provide information to divisions and sheriff and to evaluate activities.
- Develops and revises rules and regulations for department and recommends implementation to supervisor and Sheriff.
- Writes specifications for major equipment purchases for department.
- Prepares requisitions for purchases, services, and maintenance, as needed.
- Monitors and controls inventory of equipment and vehicles for department.
- Submits budget requirements and related paperwork for departmental fleet.
- Participates in hiring process by directing background investigations, checking references, and conducting or participating in interview of candidates being considered for hiring.
- Makes hiring recommendations to Chief Deputy and Sheriff.
- Communicates with supervisors regarding problem employees, corrects deficiencies, and makes disciplinary recommendations as appropriate.
- Promotes positive community relations and stays abreast of trends and practices.
- Meets with government and community leaders concerning issues affecting the department.
- Stays abreast of current developments and trends in law enforcement by attending meetings and training.
- Attends civic, school, and community group meetings to promote positive relationships.

- Speaks to groups regarding law enforcement matters, when requested.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in criminal justice, management, public administration, or a related field and five (5) years of supervisory experience in law enforcement, or an equivalent combination of education and experience.

Licenses or Certifications:

- Certification as a law enforcement officer by the Alabama Peace Officers Standards and Training Commission.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of principles of management and supervision.
- Knowledge of Standard Operating Procedures Manual.
- Knowledge of modern law enforcement practices and procedures.
- Knowledge of federal, state, and County rules, regulations, policies, and laws related to law enforcement
- Knowledge of business English.
- Knowledge of the principles of budgeting and budget management.
- Ability to read and comprehend laws, ordinances, policies, and procedures.
- Ability to write in order to prepare reports and procedures.
- Ability to communicate effectively both orally and perform public speaking.
- Ability to analyze problems and develop efficient solutions.
- Ability to establish effective working relationships with employees, community leaders, and the general public.
- Ability to analyze situations quickly and objectively and determine proper course of action to be taken.
- Ability to assign and review work of subordinate staff.
- Ability to manage multiple priorities and multiple demands to accomplish tasks.
- Ability to take control of situation and obtain compliance from people.
- Ability to organize and present technical information so that it is understandable to others.
- Ability to plan and implement complex projects.
- Ability to use computers and office equipment.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following additional physical abilities are required: manual dexterity, grasping, handling, mental acuity, hearing at normal speaking levels, talking at a level to exchange ideas, kneeling, lifting, pulling, pushing, reaching, repetitive motion, speaking at a level to convey information, standing, stooping, and walking. Visual acuity at a level to view computer terminal, analyze data, and read extensively, to include color, depth perception and field vision. Visual acuity at a level to determine accuracy and thoroughness of work assigned, and at a level to operate motor vehicles with or without correction.

WORKING CONDITIONS

Work is performed in an environment where decisions could lead to major community or organizational consequences if appropriate decision is not made. Work may require traveling between locations. Work may be performed in a hazardous work environment in which the employee is subject to potential personal danger.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.