



JOB DESCRIPTION

<i>Title</i>	Sheriff	<i>Created</i>	March 1998
<i>Department</i>	Sheriff's Office	<i>Revised</i>	
<i>Job Class</i>	Elected Official	<i>Safety Sensitive</i>	Yes
<i>Labor Union</i>	Unrepresented	<i>FLSA</i>	Exempt

Purpose

Administers, plans and directs the operations of the Sheriff's Office; responsible for the overall operations of the Sheriff's Office including criminal investigations, civil process and corrections; Animal Control, Search and Rescue; acts as county's Emergency Services Director. Shares in the responsibility of the Local Corrections Supervisory Authority and Parole Board.

Essential Functions

- Develop, implement and evaluate short-term departmental goals and programs to improve effectiveness, readiness and efficiency of departmental operation; establish and maintain department policies and procedures. Prepare and submit reports regarding operations and activities as requested or scheduled. Ensure departmental compliance with various county policies, e.g. purchasing, personnel, safety, etc.
- Formulate and present departmental budget for submission to County Manager. Monitor and manage fiscal operations of the department to remain within budgetary constraints.
- Respond to complaints, problems, concerns and suggestions from the public regarding the operations of the Sheriff's Office; take and/or initiates appropriate actions.
- Monitor and direct work performance of departmental employees through subordinate supervisors. Maintain standards of efficiency and morale among department employees.
- Ensure the provision of necessary training. Confer with department supervisors regarding personnel concerns and approve new hires, transfers, promotions, layoffs and terminations.
- Coordinate and oversee search and rescue activities.
- As Emergency Services Director, develop, maintain and administer plans and programs to ensure emergency preparedness in the county; maintain liaison with fire departments/districts, police agencies, public works departments, schools, public utilities and other organizations in the county useful in limiting the effects of disasters.
- Negotiate and administer contracts for service with other jurisdictions/ agencies. Coordinate with other law enforcement agencies to ensure adequate, quality service to the public.
- Maintain and/or oversee the maintenance of appropriate records and prepare reports related to departmental programs and activities. Maintain assigned property and equipment.



JOB DESCRIPTION

- Serves on the three-member Clatsop County Corrections Board and coordinates the responsibilities of the Local Supervisory Authority and Parole functions with the Community Corrections Director.
- Follow all safety rules and procedures established for work areas.
- Responsible for all departmental administration including:
 - a) Office procedures, priorities, goals and objectives
 - b) Management of expenditures
 - c) Maintenance of records
 - d) Preparation of reports
 - e) Preparation of budgets
 - f) Enforcement of the Administrative & Personnel Code
 - g) Risk management
 - h) Training in Bureau of Labor and Industries (BOLI) for the supervisory staff

Auxiliary functions of position:

- In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training may occur in an occasional "table- top" test exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency.
- Perform law enforcement/corrections field and operations activities as necessary. Maintain work areas in a clean and orderly manner.

Mandatory Qualifications

Broad knowledge of principles, practices and techniques of law enforcement and corrections administration, organization and operations; applicable federal, state and local laws and ordinances. Considerable knowledge of the principles of supervision and personnel practices; budgetary and record keeping. Possession of BPST Supervision certificate. Possession of BPST Management certificate or ability to obtain within one year of appointment. Equivalent to a four-year college education in criminal justice or closely related field. Over 8 years' experience in law enforcement, including positions with supervisory responsibilities.

Desired Qualifications

Completion of Critical Incident/Incident Command Training. College level course work in personnel and business management fields.

Physical Demands

Duties typically require moving materials and equipment weighing up to 20 pounds. Occasional moving of materials weighing 25 - 50 pounds. Position may be required to deal with violent and combative individuals requiring considerable physical effort.



JOB DESCRIPTION

Working Conditions

Work is primarily conducted in indoor environments. Occasional work assignments in outdoor environment with exposure to all weather conditions. Occasional contact with individuals who may become violent, combative, under the influence of drugs/alcohol, or who have communicable diseases.

Supervisory Responsibility

Responsible for over 50 seldom over 70 persons.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.