



JOB DESCRIPTION

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| Title | Undersheriff | Created | July 2011 |
| Department | Sheriff's Office | Revised | Aug. 2020 |
| Job Class | M 10 | Safety Sensitive | Yes |
| Labor Union | Unrepresented | FLSA | Exempt |

Purpose

Plan, organize and direct activities and personnel of the Enforcement Division, Corrections Division, Community Corrections Division, Support Division, Animal Control, and the Reserve and Marine Divisions within the Sheriff's Office. Position also has major responsibility for budget preparation, administration and representing the office at numerous public meetings. Analyze and evaluate operations and trends to ensure efficient and adequate provision of services to county. Ensure all employees are properly trained and maintain a professional discipline in their activities. Conduct administrative duties of the county Interagency Drug Task Force. The Undersheriff is the Chief Deputy Sheriff for purposes of Oregon Revised Statute 236.220.

Essential Functions

- Skill in meeting and dealing with a wide range of people, use of firearms, vehicles, automated equipment and systems, report writing and budget administration.
- Cause the review of all police reports of the office, ensuring completeness prior to presentation to District Attorney for possible prosecution.
- Acts as liaison to the Board of County Commissioners and prepares all plans and documents submitted to the BOCC.
- Develop departmental budget; monitor expenses.
- Supervise subordinate employees including assigning and reviewing work, evaluation performance, training, resolving employee grievances, taking/recommending necessary disciplinary action and effectively recommending on hiring and termination decisions. Participate in union negotiations.
- Perform duties of Deputy Sheriff as workload and staffing dictates.
- Maintain and/or oversee the maintenance of appropriate records and prepare reports related to activities.
- Develops and maintains office-wide policies and procedures.
- Prepare and monitor contracts/MOU's with outside agencies and private vendors.
- Directly supervises division heads and supervisors of the Enforcement Division.
- Respond to public complaints involving department employees. Conduct internal investigations, prepare reports, and make recommendations to Sheriff for appropriate dispositions.



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- Represent Sheriff's Office with other governmental and law enforcement agencies, task forces and media. Attend nighttime and weekend meetings to facilitate the needs of the Sheriff's Office. Be present at conferences, seminars and meetings to maintain knowledge of current law enforcement methods, techniques and law.
- Follow all safety rules and procedures established for work areas.

Auxiliary Functions:

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 an emergency. Direct vehicle maintenance, primarily performed by local vendors. Negotiate service contracts for approval by the Sheriff. Maintain work areas in a clean and orderly manner.

The Undersheriff serves as second in command to the elected County Sheriff and acts on his behalf in his absence. The Undersheriff is responsible for fulfilling department goals and objectives as established by the Sheriff.

Mandatory Qualifications

- Broad knowledge of the principles and methods of law enforcement and administration; federal and state laws and regulations relating to department services; principles of supervision and personnel practices; budgeting and record keeping.
- Experience equivalent to or a four-year college education in law enforcement, criminology or closely related field. Minimum of eight years of progressively responsible experience in law enforcement, including supervisory responsibilities, or any satisfactory combination of experience and training. Possession of Department of Public Safety Standards and Training (DPSST) Supervisory Certificate.
- Ability to obtain a DPSST Middle Management Certificate within one year of employment.
- Possess and maintain driving privileges in the State of Oregon.

Desired Qualifications

Possession of DPSST Management Certificate, two years of fiscal responsibility.

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.



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Working Conditions

Majority of work is performed in an office environment. Work locations are in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases.

Supervisory Responsibility

Responsible for over 25 seldom over 50 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.