

**JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA**

CHIEF OF OPERATIONS

Job Grade: 18

JOB CODE: 985

Department: Sheriff
Reports To: Chief Deputy
Date: August 2015
FLSA: Exempt
DOT Reference: 377.167-010

JOB DESCRIPTION

Direct and coordinate day to day activities of county sheriff's department. Transmit orders to subordinate officers for execution. Supervise, through subordinate supervisors, patrol division, investigation, court services, jail, and communications. Develop and recommend departmental procedures to serve as guidelines for proper conduct of departmental activities, and monitors effectiveness of procedures. Review daily activities reports and other paperwork. Investigate or direct investigation of complaints against subordinates. Participate in hiring and disciplinary actions. Prepare budget, requisitions equipment and services. Prepare reports, addresses civic and educational groups on law enforcement subjects. Assume field command of division during emergency operations.

ESSENTIAL JOB FUNCTIONS

- A. Manage daily operations of the Sheriff's office by supervising all divisions, including sworn and non-sworn employees:
 - 1. Supervise through subordinate supervisors the patrol, investigation, civil, communications, and corrections divisions.
 - 2. Oversee training of personnel.
 - 3. Review reports and other paperwork from divisions.
 - 4. Interpret new laws, ordinances and procedural regulations for personnel.
 - 5. Provide direction and expertise on difficult situations in order to efficiently resolve crimes.
 - 6. Meet with division supervisors and other supervisory staff, as needed and provide information to Chief Deputy in order to keep him apprised of activities.
 - 7. Assume field command, as needed, and during emergency operations.

- B. Perform administrative tasks within scope of responsibility and participate in hiring and disciplinary process:
 - 1. Prepare reports and statistical information related to activities in order to provide information to divisions and sheriff and to evaluate activities.
 - 2. Develop and revise rules and regulations for department and recommend implementation to supervisor and Sheriff.
 - 3. Write specifications for major equipment purchases for department.
 - 4. Monitor and control inventory of equipment and vehicles for department.
 - 5. Submit budget requirements and related paperwork for departmental fleet.
 - 6. Participate in hiring process by directing background investigations, checking references, and conducting or participating in interview of candidates being considered for hiring.
 - 7. Make hiring recommendations to Chief Deputy and Sheriff.
 - 8. Communicate with supervisors regarding problem employees and correct deficiencies and make disciplinary recommendations as appropriate.

ESSENTIAL JOB FUNCTIONS (Continued)

- C. Promote positive community relations and , and stay abreast of trends and practices:
1. Meet with government and community leaders concerning issues affecting the department.
 2. Stay abreast of current developments and trends in law enforcement by attending meetings and training.
 3. Attend civic, school, and community group meetings to promote positive relationships.
 4. Speak to groups regarding law enforcement matters, when requested.

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.

MINIMUM QUALIFICATIONS

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

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.