

CHIEF OF CITY SHERIFF OPERATIONS (FINANCE)

Duties and Responsibilities:

This is a management class of positions. Incumbent performs related work.

Reporting to the First Deputy Sheriff and to the Sheriff, with wide latitude for independent initiative, judgment, and decision-making, the Chief of City Sheriff Operations is responsible for the direction and oversight of major operations, seizures, and arrests.

Oversees the development, planning, implementation, coordination and evaluation of all operational procedures to ensure management of the office's revenue, mandate and law enforcement operations. May be assigned to supervise Undersheriffs, Chief of Bureau of Criminal Investigation, and Support Unit.

Reviews the operational plans to ensure compliance with policy and coordinates significant day-to-day operational activities. Reviews the productivity of the borough offices relative to requested service assistance from the court and the public. Reviews operational reports to assess the performance of the operation, identify areas of improvement and efficiencies, and to inform the Sheriff and executive leadership of the results of his findings and recommendations.

Serves as the point-of-contact on all budget-related matters for the division. Monitors all correspondence entering the executive office to ensure that all matters are appropriately handled expeditiously.

Qualification Requirements

A baccalaureate degree from an accredited college with specialization in accounting, law, criminal justice, economics, business administration, public administration or other related field, and five years of progressively responsible work in the areas of law, accounting, auditing, criminal justice, business administration, public administration, investigation, or a related area, at least 18 months of which must have been in a supervisory or administrative capacity.

CHIEF OF CITY SHERIFF OPERATIONS (FINANCE) (Continued)

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.