



Undersheriff

Class code: 01043

Employee Group: Management/Confidential

FLSA: Exempt

Salary Band: 17

I. Position Summary

Oversees and directs the operations of the department under the executive direction of the Sheriff. Serves as the Sheriff in the absence of the Sheriff. Performs the duties of a sworn law enforcement officer as defined by Oregon Revised Statutes.

II. Supervision Exercised

Acts as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Under the direction of the Sheriff, directs office operations to achieve goals within budgeted funds and available personnel. Plans and organizes workloads and staff assignments; reviews progress, directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner. Serves in the capacity of acting Sheriff with responsibility for overall department operations and decisions, when called upon.
- Oversees, directs, manages, administers, plans and coordinates all activities of established bureaus of the department. Manages and supervises all levels of commissioned and non-commissioned personnel in the department. Directly supervises Bureau Captains.
- Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters.
- Acts as Chief of Police for contract cities.
- Directs the development of department long- and short-term goals and objectives; assures implementation of effective measures to meet established goals and objectives. Directs, monitors and ensures consistent application of department-wide performance measures and standards.
- Manages, administers and monitors the overall budget of the department; assures department-wide coordination of budget development, management and expenditures.
- Develops and makes recommendations for department-wide policies and procedures; assures consistent, accurate implementation and application of policies and procedures throughout the department.
- May represent the County in labor negotiations as part of the management team.
- Assists in emergency situations; maintains physical ability to affect a forcible arrest or deal with physical confrontation or combative situations.
- Develops/adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Ability to interpret statutes regarding Civil, Correctional and Search and Rescue practices within the State of Oregon.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Knowledge of modern law enforcement management and procedures and rules and regulations of the Sheriff's Office.
- Knowledge of principles and practices of public administration, management, organization, supervision, labor relations, personnel practices, controlling laws, ordinances, crime and accident investigation, and community policing principles and practices.
- Knowledge of methods and procedures involved in purchasing, accounting control, budget development, justification and control.
- Skill in executive-level planning and direction-setting.
- Skill in interpersonal communications; written and verbal communications, leadership and team building.
- Skill in using independent judgment and decision-making in the application of a wide variety of complex laws, policies and procedures, and in effective problem-solving.
- Skill in use of required equipment.
- Ability to represent the Sheriff's Office in the community and with political leaders in a manner that is consistent with the Sheriff's Office mission and values.
- Ability to effectively plan and direct the implementation of policies, procedures, goals and objectives.
- Ability to develop and implement administrative standards and procedures, evaluate their efficiency and effectiveness, and ensure consistent application of and adherence to all procedures, laws, policies and rules throughout the department.
- Ability to analyze situations quickly and objectively and determine a proper course of action; make appropriate decisions in the assessment of unusual circumstances and exercise flexibility in selecting appropriate responses.
- Ability to understand and function effectively in a diverse social and political environment in the county and/or contract cities.
- Ability to effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- Bachelor's degree in criminology, law enforcement, or closely related field, Master's degree preferred AND seven years of progressively responsible professional experience in law enforcement, with at least four years of supervisory or managerial experience; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Valid Class IV Oregon State Driver's License with an acceptable driving record. Possession of a Police and/or Corrections Supervisory certificate at time of hire, issued by the Department of Public Safety Standards and Training (DPSST). Firearms certification. Management level certification issued from DPSST must be obtained within one year, after appointment to position. Candidates outside the State of Oregon should be able to meet Oregon DPSST standards for mid-management certification.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Required physical activities include, but are not limited to walking, standing, fingering, grasping, sitting, digital dexterity, talking, hearing (including ability to discriminate, mechanical and human sounds), seeing (including ability to clearly distinguish and identify colors), and repetitive motions. May be required to assist in any emergency situation, and must maintain physical ability to affect a forcible arrest or deal with physical confrontations and combative situations including use of reasonable force up to and including deadly force. Required physical activities during those time are accurately discharge a firearm (either hand), running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people. Must be able to drive a vehicle and operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and of other employees. Requires travel.

Working Environments

Work is performed both in the office and in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to moving mechanical parts, electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, inadequate lighting, work space that restricts movements, intense noise, dust and disruptive people. May be exposed to physical confrontations and combative situations and personal danger and bio-hazardous materials.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 6/16