



Salt Lake County Job Description

Chief Deputy - Sheriff

DEPARTMENT: Sheriff's Office

DIVISION: Public Safety/Corrections/Law
Enforcement Bureaus

JOB CODE: 013 **GRADE:** 01

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE:

SAFETY SENSITIVE: Yes

JOB SUMMARY

Directs, plans, oversees, and evaluates all programs and services for a bureau in the Sheriff's Office. Performs high level policy development and implementation. Works in a close confidential relationship with the Elected Official.

RECOMMENDED QUALIFICATIONS

Bachelor's degree from an accredited college or university in related field, plus eight (8) years of related experience in law enforcement, of which four (4) years must have been supervisory or in a leadership role; OR an equivalent combination of related education and experience. A comprehensive background in law enforcement is desirable.

Law Enforcement (LEO) certification through POST is required for the Law Enforcement and Public Safety Bureaus. Corrections Officer (BCO) and Special Functions (SFO) certification through POST is required for the Corrections Bureau. Additional minimum qualifications may be dependent upon licensure or certification related to specific job duties and responsibilities.

A valid Driver's License issued by the State of Utah is required upon appointment. Due to the nature of this position, the successful applicant must pass a required pre-employment background check.

Additional minimum qualifications may be dependent upon licensure or certification related to specific job duties and responsibilities.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Plans, directs, and monitors the activities of the bureau to achieve efficient operations and meet internal and external organization and service goals.
- Develops, implements, and prioritizes bureau and county wide programs and projects to enhance services, control costs, and resolve problems.
- Develops and implements work standards and administrative policies and procedures.
- Effectively counsel, persuade, and inform others regarding bureau operations, policies, and practices under close scrutiny of the public, press, political interests, courts, and other agencies of government.
- Identifies future needs of the bureau and County and establishes long-term goals.

- Develops strategies to meet changing needs, address problems, prioritize objectives, and improve services promoting stakeholder and community involvement.
- Represents the Elected Official, the Department, and the County before a variety of internal and external stakeholders.
- Coordinates bureau administrative operations with internal and external agencies.
- Administers the budget and fiscal process of the bureau, including planning, budget preparation, operations, and risk management.
- Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Principles, practices, and methods of budget development and administration
- Basic accounting and fiscal/financial management
- Strategic planning, goal setting, and program development and implementation
- Social, political, and environmental issues influencing public agency program administration
- Principles of human resource management and development, leadership, and team building
- Applicable Federal, State, and local laws, codes, and regulations related to the County and agency, specifically related to security and criminal procedures; including civil rights, and the criminal justice system
- Interrelationships between community, County, and agency programs

Skills and Abilities to:

- Provide executive direction for a diverse organization
- Administer a variety of large and complex governmental services and programs
- Interpret and apply policies to solve complex problems
- Exercise sound independent judgment within general policy guidelines
- Communicate effectively both verbally and in writing
- Interpret, summarize, and present a variety of complex data and information to diverse audiences
- Establish and maintain effective working relationships with internal staff and the public
- Meet customer expectations and resolve customer service problems
- Lead and work in a team environment

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Requires walking, occasional running, standing, or sitting for extended periods of time, maintaining eye concentration, balancing, stooping, kneeling, crouching, climbing, reaching, grasping, holding, performing repetitive motions, pushing or pulling, chasing, and subduing suspects.

Requires occasional moving of injured persons to a safe location. Requires occasional work in all types of weather.

May be required to physically subdue violent persons/prisoners and/or chase persons/prisoners on foot to apprehend them to take into custody.

Must wear body armor and carry duty weapons and equipment weighing up to 25 lbs.

IMPORTANT INFORMATION REGARDING THIS POSITION

This is an appointed at-will position without tenure and is exempt from the career service system.

Will be subject to random alcohol and drug testing.

May be subject to post accident and reasonable suspicion alcohol and drug testing.

Revised Date/Consultant's Initials: