

SNOHOMISH COUNTY JOB DESCRIPTION

BUREAU CHIEF

Spec No. 1017

BASIC FUNCTION

The primary duties of this class are commanding one of the major bureaus within the Sheriff's Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Exempt personnel position. Serves by appointment and pleasure of the Sheriff and reports directly to the Undersheriff.
2. Manages one of the major Bureaus of the Sheriff's Office.
 - Bureau of Operations. Commands the activities of the Investigations Division, Patrol Division, and those entities contracting police services with the Snohomish County Sheriff's Office
 - Support Services Bureau. Commands the Special Operations Division and the Technical Services Division.
 - Administration Services Bureau. Commands the Organizational Development Division and the Fiscal Division; prepares, presents and monitors the office's annual budget, manages the maintenance, repair and replacement program for the Sheriff's Office vehicle fleet operations.
 - Corrections Bureau. Commands the Corrections Bureau.
3. Represents the Sheriff before various community groups, employees, other departments or agencies, and for labor negotiations as assigned.
4. Assists in developing, managing, and implementing the Sheriff's Office budget for their assigned bureau.
5. Advises the Sheriff and Undersheriff of all matters and conditions pertaining to their assigned bureau.
6. May perform the duties of Undersheriff in the Undersheriff's absence.

STATEMENT OF OTHER JOB DUTIES

7. Perform all other work required within the guidelines set by the Sheriff and Undersheriff.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of modern law enforcement or correctional facilities administration and organization
- the Sheriff's Civil Service Rules and Regulations
- criminal law regarding apprehension, arrest, detention, search, and seizure and rules of evidence
- geographical area of Snohomish County and its economic and social factors which bear on law enforcement, correctional facilities, and disaster planning

Ability to:

- manage and coordinate activities and operations of a major bureau of the sheriff's office
- analyze complex law enforcement problems and make effective decisions during emergency, stressful or unusual situations
- establish and maintain effective working relationships with other county officials, employees and the general public
- perform a variety of administrative functions specifically detailed by the Sheriff
- plan, direct and evaluate the activities of a Bureau

MINIMUM QUALIFICATIONS

High school diploma or GED certificate. Must be a lawful permanent resident or United States citizen, at least 21 years of age, no maximum age. Possession of, or ability to obtain, a valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment.

SPECIAL REQUIREMENTS

Five (5) years experience in law enforcement or corrections with a minimum of two (2) years mid-management experience is preferred. Must pass job related tests. Must pass weapons qualifications as required by office policy.

The appointing authority determines education/experience or any equivalent combination of training and/or experience, which provides the required knowledge and abilities.

SUPERVISION

Work is performed under the general supervision of the Undersheriff, who reviews performance for compliance to general instructions and policies by observation, conferences and reports.

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WORKING CONDITIONS

Usually an office environment. Positions in this class typically require daily focusing on a computer screen for two or more hours at a time; standing for prolonged periods at a time; operating a motor vehicle on public roads; wearing protective gear such as body armor and gun belt; and constant work in high stress, demanding situations. Work may, at times, involve travel to various parts of the county or state for law enforcement or correctional facility liaison, training seminars, or public relation activities.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: May 1997

Revised: January 2009, December 2008, June 2018

EEO Category: 1 - Officials and Administrators

Pay Grade: 606 - Sheriff Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous