

**SNOHOMISH COUNTY JOB DESCRIPTION
MAJOR**

Spec 1102

BASIC FUNCTION

The primary duties of this class are in support of a Bureau Chief. Responsibilities include administering and managing the operations of the division or bureau, as directed by the Bureau Chief. This position serves by appointment and pleasure of the Sheriff in an exempt position.

STATEMENT OF ESSENTIAL JOB DUTIES

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Plan, organize and coordinate operations for the assigned bureau as needed; provide administrative support to other divisions and units within the Sheriff's Office as needed; direct, supervise and evaluate the work of staff as necessary.
2. Participate in developing office policies, procedures, and programs; oversee implementation of programs as necessary.
3. Negotiate and oversee contract development for goods and services; monitor and administer all service contracts within the Bureau.
4. Attend meetings of community groups, employees, other departments and agencies; represent administration in labor negotiations as assigned.
5. Perform the duties of Bureau Chief in the Bureau Chief's absence.
6. May perform work within guidelines as set forth by the Sheriff.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles of law enforcement or correctional facilities operations, administration and management.
- Federal, state, and county laws, ordinances and charter provisions related to law enforcement or correctional facilities.
- Budget preparation.
- Program planning and concepts.
- Political environment.
- Contract development.
- Grant programs.

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Ability to:

- Assist in the development and implementation of the annual budget
- Develop long and short range plans, implement policies/programs.
- Evaluate work accomplishments of staff.
- Communicate effectively, both written and verbal, with people regardless of age, sex, social, cultural or ethnic background.
- Establish and maintain effective working relationships with office personnel, personnel of other public or private agencies, and the general public.
- Demonstrate maturity of judgment in making decisions.

MINIMUM QUALIFICATIONS

High school diploma or GED certificate. Must be a 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 shall determine 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 Bureau Chief, who reviews performance for compliance to general instructions and policies by observation, conferences and reports.

WORKING CONDITIONS

Usually in 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.

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This is an appointed, exempt position in the Sheriff's Office (not Civil Service)

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

[EEO policy and ADA notice](#)

Previous job description approved: 10/22/97.

Proposed amendment 12/3/2008

EEO Category: 1 – Officials and Administrators

Pay Grade: 605 – Sherriff Pay Plan

Workers Comp: 1501 Hazardous

Approved by the Snohomish County Civil Service Commission January 7, 2009.