SNOHOMISH COUNTY JOB DESCRIPTION
TASK FORCE COMMANDER

Spec No. 1114

BASIC FUNCTION

The primary duties of this position are to provide administrative oversight of the Regional Drug Task Force. Responsibilities include fiscal, budgetary and administrative functions of the task force.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides administrative oversight and directs operations of the Regional Drug Task Force, including fiscal, budgetary and administrative responsibilities; directly supervises the work of two Lieutenants and two Sergeants and manages or directs the work of 40 or more personnel, including prosecuting attorneys, under various labor contracts.

2. Maintains liaison with the Task Force Executive and Advisory Boards, Western States Narcotic Information Network, the Snohomish County Drug Intelligence Network, Northwest High Intensity Drug Trafficing Area and all other task force operations within the county.

3. Communicates with officials of local law enforcement agencies, U. S. Congressmen, and State Senators and Representatives as needed for task force activities.

4. Maintains effective relationships with other task force operations and enforcement agencies in the area including the exchange of intelligence information and coordination of investigation where mutual suspects are involved; agencies may include, but are not limited to, DEA, WSP, FBI, Customs, Immigration, Coast Guard and Navy.

5. Ensures Task Force compliance with Snohomish County grant administration requirements and with local government policies and procedures; establishes and manages a total budget of 4 million dollars per year derived from numerous funding sources including grants, seizure dollars and memorandums of understanding between the Task Force and participating agencies.

6. Recommends policy changes and implements administrative policies and procedures approved by the Task Force Executive Board; interprets and explains orders, policies, practices procedures and operational information to subordinate personnel.

7. Oversees all task force activities in compliance with contract number F97-374017 and its successors between Snohomish County and Washington State Department of Community Development.

8. Manages and maintains task force resources and records in compliance with applicable grant contract, local, state and federal requirements.

MINIMUM QUALIFICATIONS

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TASK FORCE COMMANDER**

Spec No. 1114

This is an appointed, grant-funded position and serves at the pleasure of the Snohomish County Sheriff with the recommendation of the Task Force Executive Board. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of modern law enforcement administration and organization
- criminal law regarding apprehension, arrest, search, and seizure and rules of evidence
- geographical area of Snohomish County and its economic and social factors which bear on law enforcement

Ability to:

- manage and coordinate activities and operations of a multi-agency task force
- analyze complex law enforcement problems and make effective decisions during emergency, stressful or unusual high liability situations
- establish and maintain effective working relationships with other county officials, other agencies, employees and the general public
- perform a variety of administrative functions specifically detailed by the Task Force Executive Board
- plan, direct and evaluate the activities of task force members

SUPERVISION

Work is performed under the general supervision of the Snohomish County Sheriff upon recommendation of the Task Force Executive Board.

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: June 2000 as Task Force Director
Re-titled: October 2001
Revised: August 2006
EEO Category: 1 – Officials and Administrators
Pay Grade: 114 – Management Exempt Pay Plan
Workers Comp: 6905 Law Enforcement - LEOFF 2