



<p>POSITION DESCRIPTION</p> <p>Administrative Lieutenant</p> <p>FLSA Status: Exempt Classification: Executive Salary Grade/Band: 19</p>	<p style="text-align: right;">22 Jan 2015</p> <p style="text-align: center;">Reports to: Duchesne County Chief Deputy</p> <p style="text-align: right;">Revised: 03/15 Human Resources Initials: <u>LH</u></p>
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POSITION PROFILE

Under the general supervision of the Duchesne County Chief Deputy, has direct supervision over the civil and animal control divisions. Oversees the professional and occupational staff of patrol and correctional sections. Public Information Officer for media relations and incidents. Responsible for personnel training, media releases, office forms, general orders, special orders, budget preparation. The Administrative Lieutenant will attend various meetings and functions as required.

Develops and implements office policy; maintains and implements office rules and policies based upon the Duchesne County Sheriff's Office policies and procedures, best practices and legal opinions. Executes policies to staff and ensures staff follows and abides by all rules and policies. Reviews and updates on an annual basis or as the need arises. Assists in planning, supervising, evaluating, and assigning work responsibilities to staff.

GOALS

- To carry out the vision, mission and objectives for the county's law enforcement and corrections operations.
- To reduce office and county liabilities through knowledge and practice of Policy and Procedures in accordance with the Duchesne County Sheriff's Office Manual.
- To provide highly responsible and complex staff assistance to the Duchesne County Sheriff.
- To provide exceptional and professional courtesy to public and staff.
- To provide support and maintain Jail Commander responsibilities in his/her absence.
- To be fiscally responsible and accountable.
- To articulate and convey information accurately and appropriately to staff and public.
- To ensure work performance, effective time management practices, and attention to detail.

ESSENTIAL FUNCTIONS

- Maintains strict confidentiality at all times.
- Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, training, and day-to-day management practices that support the mission, objective and service expectations.
- Promotes process and service improvements.
- Conducts planning and schedules meetings with shift supervisors; establishes priorities and makes operational decisions according to standard operating procedures.
- Assists to establish and enforce office policies and procedures.

- Ensures compliance with organizational policies and relevant state and local laws, codes and/or statutes.
- Plans, directs and evaluates the performance of staff and their assigned staff; communicates performance requirements and development targets; regularly monitors performance and provides coaching for performance improvement and development.
- Participates in various personnel actions such as recruitment, selection, appointments, transfers and discipline in order to maintain an effective and efficient work force; participates in employment application screening selection and pre-employment selection process.
- Assists Chief Deputy in budget preparation, forecasting project costs, determining project priorities and needs.
- Provides and maintains continual liaison with outside agencies and members of the public to address mutual needs and problems and maintains cooperative relationships. This may include meeting with groups or individuals to provide feedback to the Chief Deputy and Sheriff.
- In PIO capacity, provides and oversees all forms of media relations through various broadcast media avenues. Will respond to critical incidents to ensure proper communication to media outlets. Provides "on-call" support and communications for critical incidents.
- Leads, attends and participates in staff meetings, professional group meetings and related activities; attends workshops, conferences, and classes to increase professional knowledge; serves on committees as assigned; stays abreast of new trends and innovations in the field of law enforcement.
- Provides training and guidance to employees concerning the interpretation of policies and procedure; and
- Makes recommendations to the Chief Deputy concerning the dismissal, commendation, or discipline of staff.
- Addresses and solves complaints from staff and the public.
- Reviews numerical and narrative statistical reports.
- Performs related duties as business necessitates.

EDUCATION AND EXPERIENCE

- Graduation from high school or equivalent and P.O.S.T. Academy, plus two (2) years of specialized training provided through college, technical school or professional organizations; and
- Ten (10) years experience of progressive responsibility in a law enforcement capacity; and
- Six (6) years supervisory experience.
- Bilingual Spanish desired, but not required.

LICENSE AND CERTIFICATION

- Must have a current and valid Utah Driver License.
- Must be able to successfully pass a criminal background investigation.
- Law Enforcement Officer and Special Functions Officer.
- Must maintain 40 hours of annual training to maintain POST certification.
- CPR Certification.

SKILLS/ABILITIES

- Considerable skill in the operation of motor vehicles at high speed and in dangerous situations.
- Considerable knowledge of county geography, road systems, and boundaries.
- Considerable skill in the use of firearms and related equipment.
- Considerable knowledge of law enforcement principles, procedures, techniques, and equipment.
- Considerable knowledge of local, state and laws.

- Considerable knowledge of office practices and procedures.
- Thorough knowledge of law enforcement principles, methods, techniques and effective supervision.
- Knowledge of budgetary practices and procedures.
- Develops effective working relationships with the public and fellow employees.
- Ability to react effectively and safely in emergency and stressful situations.
- Ability to problem solve and cope with a variety of law enforcement situations.
- Extensive knowledge and ability to enforce laws and ordinances and procedures common to law enforcement work.
- Attentive to detail including the ability to observe multiple activities and quickly identify inappropriate conduct.
- Basic computer skills using MS Office and email.
- Ability to detect hazards and correct problems to ensure a safe working environment.
- Ability to enforce regulations with firmness, tact and impartiality.
- Ability to communicate effectively verbally and in writing.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to respond professionally to inquiries from the public and other agencies in both written and verbal forms.
- Must be able to read and understand state, federal, and local regulations governing law enforcement operations and other related regulations associated with governmental agencies.

REASONING ABILITY

- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Ability to carry out instructions furnished in written or verbal forms.
- Ability to interpret numerical and narrative statistical reports.
- Ability to exercise independent judgments requiring quick and effective decision making.
- Ability to synthesize complex or diverse information and collect and research data.

PHYSICAL REQUIREMENTS

- While performing the duties of the job, the employee is regularly required to continuously use motor skills, to stand, sit, walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to run, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. With assistance, employee may be required to move, lift, or physically restrain persons as necessary.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Physical readiness and conditioning with an ability to react quickly to various situations under conditions of stress.

HAZARDS

- Work may expose the incumbent to potentially hostile situations and to individuals who are angry, agitated or otherwise upset.
- Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals.
- Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.