

Organization Name Job Description

Job Title: Chief Deputy Sheriff

Department: Sheriff

Reports to: Sheriff

FLSA Status: Exempt

Grade Range: M

Prepared Date: May, 2017

POSITION PURPOSE

Assists the Sheriff of Champaign County in the performance of planning and directing the operations of the Sheriff's Office.

NATURE AND SCOPE

The Chief Deputy Sheriff provides administrative assistance to the Sheriff in managerial functions such as budget planning, formulation of department objectives, administration of personnel activities, media communications, and departmental recordkeeping. The incumbent assists in determining departmental needs and priorities and prepares related budgetary proposals for submission to the County Board. The Chief Deputy Sheriff assists the Sheriff in developing and implementing cost-effective standards, procedures and policies for the department. The incumbent is also responsible for interviewing and recommending applicants to fill vacant and new positions in the department.

The Chief Deputy Sheriff is responsible for compiling information on departmental operations and preparing related reports. The incumbent reviews and analyses the maintenance of departmental facilities, vehicles and equipment. The Chief Deputy Sheriff also reviews the operation of the County Correctional Facility and ensures that correctional services are in compliance with legally mandated requirements of the state and federal governments. The incumbent coordinates the activities of the divisions of the department in order to ensure efficiency and effectiveness of departmental operations and to maintain effective communications among the divisions. The incumbent also performs various personnel functions including interpreting personnel records for departmental employees, and securing appropriate training for law enforcement staff.

The Chief Deputy Sheriff performs other responsible functions including assisting the Sheriff with special projects such as working with architects regarding the planned expansion of the County Correctional Center, and planning the implementation of collective bargaining procedures within the department. The Chief Deputy Sheriff also assists in managing and maintaining an efficient inter-governmental emergency communications network.

The major challenges facing this position include effectively coordinating the work of departmental divisions and responding to major departmental projects.

The Chief Deputy Sheriff makes decisions regarding matters such as releasing news items to the media, interpreting departmental policies to staff and recommending new procedures for

departmental operations. Decisions such as the hiring or termination of staff are deferred to the Sheriff.

The Chief Deputy Sheriff has contact with personnel from other law enforcement agencies such as the State's Attorney's Office and local police departments. In addition, the incumbent has contact with the general public and the new media.

The performance of the Chief Deputy Sheriff is measured against the overall efficiency of departmental operations and the quantity and quality of operational and administrative data provided to the Sheriff.

The administrative and operational responsibility of this position requires that an incumbent has completed some formal coursework in Police Science, supplemented by at least ten years of experience in the field of law enforcement including one or more years of supervisory experience.

PRINCIPAL ACCOUNTABILITIES

Provide operational data to the Sheriff by compiling information on division activities, plant and equipment, and budgetary matters and preparing subsequent reports.

Assists the Sheriff in completing long-range planning functions by compiling data, working with consultants, and training departmental staff in new procedures and methods.

Coordinates work of departmental divisions by communicating information on procedures and policies, analyzing divisional staffing and operations, and developing proposals for increased efficiency and safety in departmental methods.

PHYSICAL DEMANDS

Employee may occasionally have to physically restrain arrestees and engage in a physical confrontation to take actively resisting persons into custody.