

## **CHIEF DEPUTY SHERIFF, ADMINISTRATIVE**

### **JOB PURPOSE AND SUMMARY**

To direct, manage, supervise, and coordinate the programs and activities of the Law Enforcement Administrative Services Branch within the Sheriff's Office; to coordinate assigned activities with other Sheriff's Office Branches, County departments, divisions, and outside agencies; and exercises direct supervision over supervisory and commissioned and non-commissioned professional staff.

The Chief Administrative Deputy provides highly responsible and complex administrative support to; and receives administrative direction from the Undersheriff. The Undersheriff acts as the executive officer and chief advisor for the Sheriff. The Undersheriff is charged with overseeing, controlling, and coordinating all Branch activity through the Sheriff's Chief Deputies.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

Duties may include, but are not limited to, the following:

- Review incident action plans, coordinate police response and evaluate after action reviews related to critical incidents, natural disasters, and other significant events where public safety relies on a coordinated professional police response. The Administrative Chief may be asked to step in for the Enforcement Chief, the Civil Chief, or any Enforcement Commander, when a critical incident requires an additional incident commander.
- Assume management responsibility for all services and activities of the Sheriff's Administrative Services Branch.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned administrative programs, including fiscal management, capital projects, recruitment, training (regular & academy), communications/PIO/outreach, accreditation/planning, internal controls, regulatory/legal compliance, safety, and risk management services.
- Recommend, within Agency policy, appropriate service and staffing levels; recommend and administer policies and procedures.

- Recommend, train, motivate and evaluate law enforcement personnel; provide or coordinate commissioned and non-commissioned staff training; work with employees to correct deficiencies; implement discipline and termination procedures; serve as resource to contract negotiation team; interpret and apply labor agreement and civil service rules.
- Manage and participate in the development and administration of the Sheriff's Office annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
- As a commissioned police officer the Administrative Chief is expected to manage and participate in the development and administration of the Sheriff's Office involvement in/administration of the Regional Basic Law Enforcement Academy, as coordinated with regional law enforcement agencies, and as authorized by Washington State's Criminal Justice Training Commission (CJTC).
- Manage and participate in the development and administration of the Sheriff's Office Body Worn Camera program.
- Direct, coordinate and review the Administrative Services Branch contribution to and compliance with Agency mission, vision, goals, and performance management plan; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Coordinate activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Undersheriff; prepare and present staff reports and other necessary correspondence.
- Serve as liaison for the Sheriff's Enforcement Administration with other County departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.
- Serve as liaison for the Sheriff's Enforcement Administration with the Legislative Committee of the Washington Association of Sheriffs & Police Chiefs (WASPC) to assist in lobbying for and ultimate compliance with all law enforcement related state laws.
- Draft and prepare individual & organization performance evaluations, and annual reports.
- Perform related duties as assigned.

## **QUALIFICATIONS**

United States Citizenship or Lawful Permanent Resident required.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

## **EXPERIENCE AND TRAINING**

- Five years of increasingly responsible law enforcement experience, including two years at the supervisory level.
- Equivalent to a bachelor's degree from an accredited college or university with major course work in criminal justice, police science, public administration, business administration or a related field.

**Knowledge of:** procedures, methods and techniques in law enforcement patrol and traffic control; principles of crime prevention, investigation, and suspect apprehension; principles of civil process and arrest; principles and practices of search and seizure and preservation and presentation of evidence; principles of personnel management; principles of budget preparation and administration; pertinent Federal, State and local laws, codes and regulations; principle of supervision, training and performance evaluation.

**Ability to: maintain certification as a fully commissioned law enforcement officer,** recommend and implement goals, objectives and practices for providing effective and efficient law enforcement services; serve in a law enforcement capacity in a responsible and effective manner, often under difficult and stressful situations; observe accurately and remember names, faces, numbers, incidents and places; use and care for firearms; manage, direct and coordinate the work of supervisory and professional personnel; prepare clear and concise administrative and financial reports; interpret and apply Federal, State and local policies, procedures, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work, including County, other government officials, community groups and the general public.

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