

Undersheriff
Onondaga County

Department: Office of the Sheriff

Classification: Exempt

Minimum Qualifications: Suitable candidates must have a minimum of ten years (10) years of full time law enforcement experience with at least five years of command level experience. Candidate must have a strong knowledge of modern law enforcement practice to include: law enforcement role and authority; use of force; patrol; traffic; criminal investigations; juvenile operations; special operations; critical incident management; crime prevention; evidence collection and preservation; property control; crime prevention; victim/witness assistance; training; detainee transport, processing, and holding; legal process; and professional accreditation. Candidate must have experience that includes: management and administration; development of written policies and procedures; fiscal management; personnel management and processes that include recruitment, civil service, selection, promotion, training, performance evaluation, investigating personnel complaints; dealing with collective bargaining units; and discipline; planning; directing and managing sworn and civilian personnel; and public speaking. Experience with the New York State and the Commission on Accreditation for Law Enforcement Agencies Inc. (CALEA) law enforcement accreditation programs is preferred. Must have at least a high school diploma; some college and advanced law enforcement command level training preferred.

Distinguishing Features of the Class: This position is made through appointment by the Sheriff. The Undersheriff is responsible for the daily supervision of all aspects of the Sheriff's Office, acts as the Sheriff's second in command, and serves as a confidential advisor to the Sheriff. The Undersheriff acts under the authority of the Sheriff in all decisions of the Office in the Sheriff's absence. The Undersheriff is responsible for commanding, directing and controlling the Civil/Administration, Custody, and Police Departments operating within the Sheriff's Office which includes more than 600 sworn and civilian personnel. The Undersheriff has direct supervision and command over the Internal Affairs Unit and the Public Information Officer with additional direct supervision responsibilities as required and determined by the Sheriff. The Undersheriff builds policy and written directives based on the needs of the Office with best practices identified within the law enforcement and public safety fields. The Undersheriff is responsible for ensuring agency compliance with all applicable professional accreditation standards.

Typical Work Activities:

Assists the Sheriff in planning and coordinating the activities of the various departments and divisions of the Sheriff's Office;

Maintains the integrity, professionalism, values and goals of the Sheriff's Office by assuring that all rules and regulations are followed;

Executes all Sheriff's Office policy, directives, rules and regulations and assumes command

responsibilities in the Sheriff's absence;
Reviews current operations to determine efficiency and effectiveness and recommends and implements solutions for improvement;
Reviews and design organizational structure;
Develops and implements best practice policy and procedure based on legal information and previous law enforcement experience;
Manages and executes all formal discipline;
Directs operations of all Sheriff's Office departments to include Civil/Administration, Custody, and Police;
Prepares Budget recommendations;
Participates in collective bargaining management;
Manages complex and sensitive criminal investigations;
Directs Homeland Security Operations;
Coordinates with outside organizations and agencies to ensure efficient operations of the Office of the Sheriff;
Interacts with County Legislature, County Executive's Office; County department heads; businesses; and municipal, county, state, federal and tribal officials and law enforcement agencies;
Demonstrates a positive working relationship with the public;
Addresses civic and educational groups on law enforcement related topics;
Attain CALEA accreditation certification;
Responds to and commands unusual occurrences as required; and advises the Sheriff on all aspects of Sheriff's Office operations as required.

Knowledge, Skills, Abilities and Personal Characteristics:

Comprehensive knowledge of modern principles and practices of law enforcement management and command;
Comprehensive knowledge of modern investigatory practices and techniques and rules of evidence;
Effective supervisor with the ability to lead and delegate tasks and authority;
Able to interpret laws and regulations;
Comprehensive knowledge of the NYS and CALEA law enforcement accreditation program, experience preferred;
Thorough knowledge of the New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and to local laws, ordinance and regulations pertaining to police activities;
Analyze complex law enforcement and security issues and develop solutions;
Ability to define problems, collect data, and make logical conclusions based on fact;
Ability to make decisions, solve practical problems, and deal with concrete variables in situations where only limited standardization exists;
Ability to work as team member with other law enforcement and multi-jurisdictional agencies;
Ability to communicate and present information effectively and respond to questions from managers, citizens, elected officials, and members of the media;
Strong and effective interpersonal skills in bringing people together to solve problems;
Maintains composure and works effectively under stressful conditions and emergency situations;
Thorough knowledge of the budget process and ability to keep expenditures within limits set;

Thorough knowledge of what constitutes evidence and how to safeguard and process it;
Thorough knowledge of legal terminology encountered in police work;
Good powers of observation;
Ability to plan and supervise the work of others engaged in corrections and police work;
Ability to read, understand and interpret written material;
Physical condition commensurate with the demands of the position.

Title: Undersheriff - Onondaga County Sheriff's Office

Location: 407 South State Street, Syracuse, New York 13202

Salary Range: \$101,853 – \$135,023

Type of Appointment: Exempt

Pursuant to Section 211 of the New York state Retirement and Social Security Law, the Onondaga County Sheriff's Office is conducting a recruitment effort for the position of Undersheriff. Non-retirees who believe they meet the qualifications and requirements listed above are welcome to submit their resume to Onondaga County Sheriff Eugene Conway, 407 South State Street, Syracuse, New York 13202 no later than 10/20/2017.