

DEPUTY SHERIFF CHIEF

(CIVIL)

40955

(Non Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for the administration and operation of the Onondaga County Sheriff's Office Civil Division, as well as performing a variety of fiscal and budgeting functions as assigned. An employee in this class oversees the planning, organizing, coordinating, motivating and controlling directing of Civil Division personnel engaged in the Civil function, as assigned. Work is performed with considerable independence in implementing and carrying out assigned duties. Assignments are received from the Sheriff or Undersheriff and reviewed through conferences. Supervision is exercised over sworn officers of various ranks and civilian clerical and support personnel as necessary. Does related work as required.

TYPICAL WORK ACTIVITIES

Administers the work activities involved in the daily functioning of the Civil Division, including all assigned personnel.

Responsible for the Sheriff's Office finance and budget responsibilities.

Responsible for grant administration, including preparation, coordination and liaison with potential funding agencies.

Manages the Sheriff's Fleet division.

Responsible for the Sheriff's Services and Supply unit. Oversees and coordinates the ordering of necessary supplies and equipment for the entire Sheriff's Office.

Directs activities of subordinates and formulates policies, procedures and rules.

Consults and coordinates with the County Attorney's Office on interpretation of the Law and contracts.

Participates in Sheriff's Department Executive Committee.

May be assigned to act as duty commander for the entire Sheriff's Office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principles and practices of public administration, organization and effective management of personnel and work process.

Ability to recognize situations of potential liability and construct processes to avoid them.

Ability to prepare, understand and interpret written material.

Ability to establish and maintain harmonious and effective working relationships within the Sheriff's Office and with external organizations and the public.

Ability to prepare and manage budgets.

Excellent communication skills.

MINIMUM QUALIFICATIONS

A. Graduation with a Bachelor's degree from a regionally accredited college university or one accredited by the New York State Board of Regents to grant degrees **and** five (5) years of professional-level experience, or its part time equivalent, in a management capacity in a municipal government agency, which included responsibility for program administration; or,

B. Nine (9) years of professional-level experience, or its part time equivalent, in a management capacity in a municipal government agency, which included responsibility for program administration.

01/2024 Date Revised