

**Lieutenant****GENERAL SUMMARY**

Primary functions of the job are to coordinate law enforcement activities within assigned area, ensure area goals and assignments are met, supervise assigned staff, and to monitor budgets.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. May be required to work on-call in an emergency.

**PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

- Supervises sergeants and subordinate staff, including training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with Sheriff's Office objectives.
- Develops, implements, and evaluates training programs for new and existing officers.
- Coordinates applicable contracts, which includes preparing RFPs, recommending, and participating in the selection of vendors, monitoring contract compliance, and monitoring applicable payments.
- Assists in the preparation and monitoring of program budget and identifies and reports potential financial overruns and variances at an early stage.
- Conducts internal affairs investigations.
- Serves as "Shift Commander" in absence of Sergeant.
- Participates in and collaborates with a variety of committees, professional associations, Boards, and/or other related groups.
- May oversee the volunteer reserve unit of the Sheriff's Office.
- May develop, coordinate, and implement an assigned programmatic area within the Sheriff's Office, which may include patrol, surplus auctions, firearms training, community policing, inmate commissary system, inmate profit accounts, departmental physical maintenance, and/or other applicable programmatic area.
- May research, write, and manage grants, including monitoring grant expenditures and preparing grant reports.
- Maintains open communication with fellow officers and supervisors and follows all policies and procedures of the Sheriff's Office, including the general policing philosophy of the Sheriff.
- Takes command of a division in the absence of the division commander.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Associate degree in law enforcement, criminal justice, corrections, or related field
- Six to eight years of directly related experience, including two years or more of supervisory experience

**CERTIFICATIONS, LICENSES**

- Possess and maintain valid Michigan Driver's License and must maintain eligibility to

drive as per the County's Vehicle policy.

- Law Enforcement Division: Certified as a Police Officer in MI (MCOLES)
- Corrections Division: Certified as a Corrections Officer in MI (MSCTC)

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- In compliance with Michigan Statutory Provision for the office of Sheriff, the Sheriff of Grand Traverse County reserves the right to make the final decision in regard to both the application of these requirements and the hiring of an appropriate applicant for this position within the department.
- Required to serve in an "on-call" capacity.

**DISTINGUISHING CHARACTERISTICS**

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to the loss of life or major harm or life impairment.

Compared to the Sergeant classifications, work is primarily administrative in nature. Compared to the Captain classification, does not have full authority and responsibility for the division's operations.

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to infectious diseases, criminal suspects or prison inmates.
- May occasionally be required to lift/move over 100 pounds.

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical

functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.

- Thorough knowledge of applicable State laws and departmental orders, rules, regulations, and policies
- Thorough knowledge of functional organization of the Sheriff's Office
- Knowledge of generally accepted accounting and bookkeeping principles
- Ability to maintain all general, physical, and health requirements, as well as certifications that apply to subordinate staff and may be required to successfully complete a physical readiness test yearly, per contract requirements
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies. Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections, and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employees
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, and telephones.
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Ability to understand managerial policies and prioritize the needs of the unit.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives and develop liaison relationships between the community and the County.
- Ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to take command of an emergency incident and render immediate decisions, as needed
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to facilitate meetings effectively and efficiently
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently