



Grand Traverse County, MI Job Description

Undersheriff

GENERAL SUMMARY

Primary functions of the job are to oversee Sheriff Department operations, including budget management, media relations, and command staff supervision. The employee is second in command and will become the Acting Sheriff at any time that the Sheriff is unable to perform his/her duties.

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.

The position serves as of the pleasure of the elected official.

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)

- Directs and manages the planning, organizing, staffing, evaluation, and budget preparation/maintenance required in the daily operations of the Sheriff's Department.
- Participates in developing and implementing goals and programs for the Sheriff's office.
- Supervises command staff, including interviewing and selecting of job applicants, implementing labor agreements, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with Sheriff's Office objectives.
- Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups.
- Establishes priorities, monitors, and evaluates the effectiveness and efficiency of Sheriff's Department programs, and develops and implements plans to improve services and programs.
- Performs complex and varied financial strategic planning, budgeting, and forecasting revenues and expenditures, which includes monitoring financial outcomes; providing timely financial analysis and direction; maintaining and adjusting cost allocation plans.
- Researches and identifies problem areas and locates possible solutions to such problems, including personnel, labor, economic, equipment, training and/or other applicable issues associated with the day-to-day operations of the department.
- Works collaboratively with other law enforcement agencies, as well as federal, state, and county government entities to research and resolve issues.
- Coordinates communication between subordinate officers to the Sheriff and becomes Acting Sheriff in his/her absence.
- Assumes all other management duties as directed by the Sheriff



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EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Associate degree in law enforcement, criminal justice, corrections, social sciences, public management, or related field
- Eight to ten years directly related supervisory experience that would provide the knowledge and skills necessary to meet the responsibilities listed

CERTIFICATIONS, LICENSES

- Possess and maintain valid Michigan Driver's License and personal auto insurance.
- Certified as a Police Officer in MI (MCOLES);
- Medical First Responder Certificate
- Specialized training, such as National Institute of Corrections and/or the Michigan Department of Corrections for corrections Administrator; Police Staff and Command School; and/or FBI national Academy graduate, dependent upon the functions of the assignment

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

A background check will 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 regarding 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 origination of models, concepts, theories that are new to the field, and where no prototype exists in the overall organization and few, if any guidelines exist. Leadership judgment, and risk management skills are needed to deal with largely undefined issues or to find solutions to unyielding problems. Errors at this level could lead to the loss of life or major harm or life impairment.

Compared to the Captain classification, primary responsibility is to act in the absence of the Sheriff and has full authority and responsibility for Sheriff's department 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; 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 extreme cold (not weather related), criminal suspects or prison inmates.
- May occasionally be required to lift/move over 50 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.
- Advanced knowledge of applicable State laws and departmental orders, rules, regulations, and policies
- Advanced 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
- Advanced 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



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- 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



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