



## GRAND TRAVERSE COUNTY, MI JOB DESCRIPTION

### Captain

#### GENERAL SUMMARY

Primary functions of the job are to manage the operations and safeguard the assets of the Sheriff's Department, including staff assignments, budget, and equipment.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully 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)

- Manages a facet or division within the Sheriff's Office and develops operational improvements in those segments and supervises all shifts of respective division.
- Supervises designated staff, including interviewing and selecting of job applicants, 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 collaborates with a variety of committees, professional associations, Boards, and/or other related groups.
- Manages and administers the assigned division budget, and identifies and reports potential financial overruns and variances at an early stage.
- Manages division fleet and/or other applicable assets, which includes researching and recommending the purchase of applicable assets.
- Coordinates applicable contracts, which includes preparing RFPs, recommending and participating in the selection of vendors, monitoring contract compliance, and monitoring applicable payments.
- Reviews, enforces, and implements of policies, procedures, processes, and guidelines under the direction of the Sheriff to protect the interests of division and Sheriff's Department and maintain the integrity of records in compliance with legislation, regulations, and policies.
- Processes, compiles, researches, and analyzes complex information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software, within established procedures
- Supervises the scene of all major incidents, crimes of violence, or crimes of a serious nature.
- Participates in/on a variety of meetings, committees, and/or other related groups in order to receive and convey information.
- 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.

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

- Associate's Degree in law enforcement, criminal justice, corrections, or related field
- Eight to ten years directly related supervisory experience that would provide the knowledge and skills necessary to meet the responsibilities listed



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### CERTIFICATIONS, LICENSES (minimum requirements)

- 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 qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- 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.

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.

### DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could lead to the loss of life or major harm or life impairment.

Compared to the Lieutenant classification, this job has full authority and responsibilities for a 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 up to 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
- Considerable 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