


JOB DESCRIPTION

<p>County of York</p>  <p>Sheriff's Office</p>	<p>Major of Operations Sheriff's Office</p> <p>Status: Full-Time</p> <p>FLSA: Exempt (Salary)</p> <p>Salary: \$75,000 - \$85,000 annually</p> <p>Union: Non-Union</p> <p>Reports to: Sheriff and/or Designee</p>
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JOB SUMMARY

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed with the job.

This position is responsible for the coordination of activities within the Police Services Division

SUPERVISION RECEIVED AND EXERCISE

This position works under the general supervision of the Chief Deputy, who provides guidance on technical matters and who reviews completed work assignments for conformance with established rules, regulations, policies, and applicable state laws.

ESSENTIAL DUTIES

Responsibilities and Examples of Duties

1. Be committed to the mission of the Sheriff's Office and the County and work as a member of the management team in the performance of duties
2. Work flexible hours to include evening and weekends
3. Perform required amount of work in a timely fashion with a minimum of errors
4. Maintain a neat and professional appearance and demeanor
5. To ensure quality at work performed to facilitate the delivery of quality services
6. Available for On-Call status after non-business hours (weekends, and holidays)
7. Maintain confidence and protects the Sheriff's Office and the County by keeping information concerning clients, personnel, and Sheriff's/County Operations confidential

Key Expected Results

1. Ensure effective management within the Police Services Division Operations (Patrol)
2. Input into departmental decisions by establishing, monitoring, and developing policies and procedures
3. Advises the Sheriff on promotions
4. Oversees patrol staff assignments and maintain minimal levels
5. Completes requirements by scheduling and assigning employees, following up on work results.
6. Be able to mentor, coach, counsel employees
7. Oversee employee planning, monitoring, and evaluating job results. Review and complete employee evaluations as appropriate
8. Assists the communities in the County by servicing as community liaison of town managers and selectboards.
9. Assists with the formulation of key data analytics for presentation to communities of York County
10. Assists the Sheriff and Chief Deputy by addressing citizens' questions regarding policing service to town meetings and other informed settings
11. Reviews all citizen complaints against sheriff office personnel and takes appropriate action in accordance with policy
12. Assists the Sheriff by serving as a member of the Sheriff's collective bargaining team in evaluation union proposals
13. Assists the Sheriff's Office with the preparation of the law enforcement budget and ensure adherence to authorized expenditures and analyzes variances
14. Maintains professional and technical knowledge by attending educational workshops, establishing personal networks, participating in professional associations
15. Reviews training for compliance for sheriff's office members
16. Identifies and understands technology needs, be familiar with MS Office Suite
17. Regularly reviews reports for quality and compliance to standards
18. Meets with subordinates on a regular basis
19. Contributes to team efforts by accomplishing related results as needed

Knowledge, Skills, and Experience

Candidates must have a working knowledge of federal, state and local laws pertaining to police operation and tactics. An associate degree in Criminal Justice or related field is preferred. Completion of Basic Police School (or Wavier) at the Maine Criminal Justice Academy. Excellent written and verbal communication skills. Equivalent related supervisory experience and/or training may be substituted for education on a year-by-year basis. Experience in financial management at a management level preferred. Ten years of law enforcement experience preferred. Progressive managerial experience preferred.

NECESSARY SPECIAL REQUIREMENT

- Must be 18 years of age or older.
- Must successfully pass a pre-employment screening. (Including: interview(s), background investigation, criminal checks, and medical screening.)
- Must be able to provide proof of U.S. Citizenship or legal right to work in the United States.
- Must be a certified law enforcement officer from an accredited police academy or the ability to obtain waiver.

PHYSICAL REQUIREMENTS

Environmental and Physical Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and use their hands to a finer standard and laptop computer keyboard, use a computer, a mouse, use a mobile and portable radio, telephone, fax, printer, copier, cell phone, tape recorder, first aid equipment, handgun, urban rifle, impact weapons, tire deflation devices, hand cuffs, pepper spray and radar.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus. Required to operate a cruiser daily with a valid driver's license.

The employee may be required to travel for specific work-related incidents.

SUBMITTAL INSTRUCTIONS

All interested candidates must submit a York County application, resume, and cover letter to Human Resources. The position will remain open until filled.

- **York County applications can be located and downloaded from:**
www.yorkcountymaine.gov
- **Applications/cover letters/resumes can be emailed to:**
Jean Lalonde
jlalonde@yorkcountymaine.gov
Please put "Major of Operations" in the subject line.
- **Applications/cover letters/resumes can be mailed to:**
York County Government
Attention: Human Resource Department
45 Kennebunk Road
Alfred, ME 04002
- **Applications/cover letters/resumes may also be dropped off at the Human Resource Department located at:**
York County Government Building
149 Jordan Springs Road
Alfred, ME 04002

Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County Government not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.

The intent of this position description is to provide a representative summary of duties, and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any position. Employees may be assigned job-related tasks other than those specifically presented in this description.

York County Government is an Equal Employment Opportunity Employer