


JOB DESCRIPTION	
<p>County of York</p>  <p>Sheriff's Office</p>	<p>Major of Administration Sheriff's Office</p> <p>Status: Full-Time</p> <p>FLSA: Exempt (Salary)</p> <p>Salary: \$90,000 - \$100,000</p> <p>Union: Non-Union</p> <p>Reports to: Chief Deputy</p>

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 within the job.*

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

The Administrative Major will work 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. Be punctual for scheduled work and use time appropriately.
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 in 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 managing within the Police Services -Administrative Division.
2. Guides departmental decisions by establishing, monitoring, and developing policies and procedures.
3. Completes requirements by scheduling and assigning employees, following up on work results.
4. Oversees and coordinates civilian support staff duties and responsibilities by coaching, counseling and disciplining employees, and appraising job results. Review and complete employee evaluations as appropriate.
5. Assists with the formulation of key data analytics for presentation to communities of York County.
6. Maintains Police Services staffing by recruiting, recommending, hiring new employees
7. Assists the Sheriff and Chief Deputy by addressing citizens' questions regarding policing service to town meetings and other informed settings.
8. Oversee citizen complaints against sheriff office personnel and takes appropriate action in accordance with policy.
9. Assists the Sheriff by serving as a member of the Sheriff's collective bargaining team in evaluating union proposals.
10. Assists the Sheriff's Office with the preparation of the law enforcement budget and ensure adherence to authorized expenditures and analyzes variances.
11. Maintains professional and technical knowledge by attending educational workshops, establishing personal networks, participating in professional associations.
12. Oversees training for compliance for sheriff's office members.
13. Identifies and understands technology needs and maintains contact with associated vendors.
14. Serves as the point of contact (POC) with the Sheriff's Office Maine Law Enforcement Program (MLEAP) accreditation program.
15. Assists with the maintenance of the Property and Evidence storage and conducts periodic audits.
16. Serves at liaison with the Access Integrity Unit- Maine State Police and serves the Local Agency Security Officer (LASO)
17. Manages the acquisition and allocation of personnel equipment, vehicles, uniforms, and conducts needs assessments on an annual basis
18. Conducts grant research and develop and tracks submissions.
19. Is the POC to ensure the Sheriff's Office is compliant with NIBRES and UCR Reporting.
20. Is responsible for vehicle inventory, ordering and outfitting vehicles and coordinating the same with the department mechanic.
21. Is the POC for implementation for Schedule Express, Watchguard, and building maintenance.
22. Performs other duties as directed by the Sheriff as related to office functions and/or operations.

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: background, reference, and criminal check, medical screening, etc.)
- Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS

Environmental Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment. The noise level in the work environment is moderately low. There may be intermittent interruptions from phones, public inquiries, and other staff.

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

Physical Conditions:

The physical requirements described here are representative of those that must be met by the incumbent to successfully perform 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 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.

SUBMITTAL INSTRUCTIONS

All interested candidates must submit an application and resume to Human Resources

- **York County applications can be located on our website:**
www.yorkcountymaine.gov/careers
- **Applications/cover letters/resumes can be emailed to:**
York County Human Resources
HR@yorkcountymaine.gov
Please put "Major of Administration" 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.

This position will remain open until a selection has been made and approved.

The intent of this description is to provide a representative summary of duties, and responsibilities that will be required of positions given this title and are 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.

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