

TITLE: Deputy Director of Administration

SO/4

DEPARTMENT: Sheriff's Office, Fayette County

JOB SUMMARY: This position is responsible for assisting in directing the operations of the Administrative Services Division.

MAJOR DUTIES:

- o Assists in the development of division policies and procedures.
- o Develops, approves, and enforces record policies.
- o Develops records storage plans.
- o Coordinates the access and release of records in accordance with the Open Records Act and office policies.
- o Executes a retention policy to archive or destroy records.
- o Assigns, directs, supervises, and evaluates assigned personnel; approves leave requests.
- o Ensures that audit procedures are in compliance with regulations.
- o Maintains personnel records.
- o Schedules and approves attendance of personnel at various schools and conferences; completes required travel forms.
- o Completes the monthly Uniform Crime Report.
- o Prepares deposits for Sheriff's Office regular account.
- o Assists in the development and management of the division budget.
- o Prepares division payroll
- o Oversees records management software.
- o Prepares statistical crime reports.
- o Maintains office supply inventory; oversees the maintenance of office equipment.
- o Maintains files for vehicle maintenance.
- o Maintains uniform allowance files.

- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of management and supervisory principles and practices.
- o Knowledge of departmental rules and regulations.
- o Knowledge of the Open Records Act.
- o Knowledge of personnel laws and county and department personnel procedures.
- o Knowledge of law enforcement training standards.
- o Knowledge of budgeting, financing, and accounting procedures.
- o Skill in preparing and monitoring operating budgets.
- o Skill in the use of computers and job related software programs.
- o Skill in planning, directing, and supervising the work of subordinate personnel.
- o Ability to prepare clear and comprehensive reports.

SUPERVISORY CONTROLS: The Lieutenant Colonel assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include Sheriff's Office policies and procedures, county policies, the county safety manual, federal and state laws, and NCIC/GCIC rules and regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied supervisory and administrative duties. The volume and variety of work to be performed contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to assist in directing the operations of the Administrative Services Division. Success in this position contributes to the effectiveness of division operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, members of various civic organizations, members of other law enforcement agents, attorneys, vendors, and members of the general public.

EXEMPT/HIPAA/IWE

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while sitting, standing, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Terminal Agency Coordinator (1), Control Terminal Operator (1), Administrative Specialist (1), Administrative Assistant (1), Records Clerk (1), Receptionist (1), and Housekeeping Supervisor (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.

EXEMPT/HIPAA/IWE

- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.