



Chief Marshal
Marshal's Office

MAR/1 - 799

JOB SUMMARY

This position is responsible for directing the county's Marshal's office and Code Enforcement Unit.

MAJOR DUTIES

1. Supervises the department's enforcement function, including patrols and investigations.
2. Administers the Substance Abuse Policy and related testing procedures.
3. Supervises background investigations for new Marshal's Office employees.
4. Serves as a member of the 911 Advisory Board.
5. Supervises the coordination of special events with other agencies and departments for traffic, crowd, and safety control.
6. Provides classes for civic groups, schools, colleges, and police academies.
7. Perform monthly and annual UCR reports.
8. Creates and maintains departmental budget.
9. Plans, schedules, and assigns work assignments; monitors assignments for compliance with departmental policies and goals.
10. Trains, assigns directs, supervises, evaluates and disciplines personnel.
11. Develops policy, procedures and regulations.
12. Researches and acquires departmental supplies and equipment in accordance with departmental and county policies.
13. Checks and approves reports.
14. Responds to calls for service, including hunting or fishing complaints and zoning or ordinance complaints.
15. Answers telephone and greets visitors; provides information and assistance.
16. Serves county citations.
17. Prepares incident reports; enters citations into computer; maintains vehicle maintenance logs; updates court dispositions.
18. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of criminal justice, criminal law, and procedures.
2. Knowledge of law enforcement tactics, weapons, and equipment.
3. Knowledge of county policies, codes, and regulations.
4. Knowledge of state and federal regulations.
5. Knowledge of management and supervisory principles and practices.
6. Knowledge of departmental rules and regulations.
7. Knowledge of county geography, streets, roads, and buildings.
8. Skill in planning, directing, and supervising the work of subordinate personnel.
9. Ability to operate assigned departmental vehicles and equipment, including firearms.

SUPERVISORY CONTROLS

The County Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include departmental procedures; county policies, ordinances, and codes; state laws and regulations; federal laws and regulations; and court rulings. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, administrative, and law enforcement duties. Potentially confrontational situations contribute to the complexity of the position.
- The purpose of this position is to direct activities of the department. Success in this position contributes to the enforcement of codes and ordinances and contributes to the safety of county personnel and citizens.

CONTACTS

- Contacts are typically with co-workers, civic leaders, elected and appointed officials, property owners, and members of the general public.
- 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/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office and outdoors. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, vests, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Sergeant (1), Deputy Marshals (2), and Code Enforcement Officers (2).

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. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.
- Possession of Georgia Peace Officers Standards and Training Basic Peace Officer certification.
- Completion of Georgia Crime Information Center CJIS Network Operator certification.
- Completion of Georgia Association of Chiefs of Police New Chiefs Schools.

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

- Knowledge and level of competency commonly associated with completion of a baccalaureate degree in a course of study related to the occupational field. A master's degree in a course of study related to the occupational field is preferred.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of experience.
- 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.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.