

# **LINN COUNTY CLASSIFICATION**

**TITLE: SERGEANT - SUPPORT SERVICES DIVISION**

**NUMBER: 637**

**APPROVAL ORDER NUMBER: 2024-089**

**PAY RANGE: 18**

**DATE: MARCH 26, 2024**

**CATEGORY: MANAGEMENT/EXEMPT (SO)**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs supervisory duties in the Support Services Division. Performs administrative and management duties in planning, organizing, directing and evaluating programs involving the acquisition, repair and replacement of the Sheriff's Office automotive and equipment fleet.

SUPERVISION RECEIVED: Works under the supervision of the Support Services Lieutenant who assigns duties and regularly reviews work performance.

SUPERVISION EXERCISED: Exercises supervision over subordinate staff to include but not limited to the Fleet Services Deputy, Custodian and Property and Evidence personnel. Evaluates, assigns and directs duties of subordinate personnel. Oversees the Property and Evidence section and its operations. When appropriate, employees in this classification recommend action for adjusting grievances, discipline, suspension (with pay) and rewarding subordinates.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform the duties of Deputy Sheriff or Corrections Deputy.
2. Develop, implement, evaluate and oversee programs and services for office operations involving effective acquisition, timely repair and replacement of all Sheriff's Office vehicles and equipment including areas of procurement, inventory, preventative maintenance, vehicle upfitting, equipment purchases and installation.
3. Receive input from other Divisions to prepare specifications and make recommendations on the acquisition of new equipment and vehicles; coordinate the disposal of used equipment and vehicles.
4. Manage programs relating to the receipt, purchasing, distribution and inspection of vehicles to ensure they are properly equipped. Schedule installation of vehicle equipment and related accessories. Coordinate vehicle deliveries and resolve discrepancies with supplying vendors and manufacturers.
5. Conduct research as to new materials and products appropriate to Sheriff's Office fleet operations. Coordinate purchasing of parts, materials and supplies; comply with State and County purchasing regulations, policy and procedures and perform market price checks to ensure most cost-effective purchases. Maintain proper records related to procurement, inventory, preventative maintenance and equipment purchases.

6. Complete administrative functions related to titling of county vehicles with the State of Oregon Department of Motor Vehicles; maintain issued titles and ensure their safekeeping.
7. In the event a Linn County Sheriff's Office vehicle is involved in a crash, work with private party insurance providers and county personnel for resolution and reimbursement related to the crash.
8. Serve as a contact for vehicle, uniform and equipment vendors; contact vendors regarding changes on orders in progress; investigate and resolve discrepancies between purchase orders and invoices. Develop and maintain relationships with vendors.
9. Assist the Support Services Division Captain in budget preparation with regard to Fleet and Purchasing forecasts; monitor fiscal expenditures; prepare Asset Maintenance Forms.
10. Oversee the operations of Property and Evidence and conduct regular inspections of the Property and Evidence room per policy.
11. Provide general oversight of the Linn County Sheriff's Office radio system; develop and maintain a Radio Communication Site maintenance schedule; work with vendors to schedule maintenance/repairs at sites
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of vehicle mechanical operation, preventative maintenance and repair. Considerable knowledge of inventory management and control. Considerable knowledge of automated parts and supply management systems for inventory and control. Considerable knowledge of automotive and equipment parts, sources of supply and how it relates to full range of motorized equipment. Considerable knowledge of procurement procedures and regulatory controls on public contracting and procurement. Considerable knowledge of uniforms, firearms and equipment, sources of supply and how it relates to the various operations within the Sheriff's Office. Considerable knowledge of Microsoft Office products. Considerable knowledge of State and Federal evidence and property laws and evidence handling and storage procedures.

Ability to establish and maintain records, reports and statistical data; analyze financial and operating records for planning and program management purposes. Establish and maintain maintenance and work standards for equipment and vehicle repair program. Establish and maintain inventory records for uniforms, equipment, firearms and other serialized issued items. Recommend new policy and procedures when applicable and use initiative and judgement in completing tasks and responsibilities.

Ability to exercise leadership skill in the assignment and supervision of work, guidance of subordinate personnel. Ability to apply Sheriff's Office policies and procedures. Ability to understand complex oral and written instructions and act upon them accordingly. Ability to plan and organize work independently. Ability to maintain good public relations.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a senior high school or possession of a GED Certificate. Three years' experience in a certified police or corrections role. Possession of the Department of Public Safety Standards and Training Intermediate Police or Corrections Certificate at time of appointment. Must complete Supervisory Certification training within two years of appointment. Must hold and maintain the appropriate police/correction certification during assignment. Preferably have fleet management experience which includes budget preparation and inventory control or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

**NECESSARY SPECIAL QUALIFICATIONS:** Be a citizen of the United States and be 21 years of age or older. Be of good moral fitness as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery or manufacture of a controlled substance, narcotic or dangerous drug. Pass the prescribed testing by the Sheriff's Office which may include oral and/or written exams. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Must maintain the ability to testify in court. Must possess and maintain a First Aid and CPR card including instruction in the use of an Automatic External Defibrillator. Must obtain forklift operators certificate within one (1) year and maintain that certification. Additionally, must meet the standards set forth in OAR 259-008-0010.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.) Additional requirements are the ability to talk and hear (have no significant hearing loss); sit and stand; read and write; walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger; handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice; drive a motor vehicle and operate a forklift.