

LINN COUNTY CLASSIFICATION

TITLE: LIEUTENANT - PROGRAMS DIVISION

NUMBER: 698a

PAY RANGE: 22

CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER

NUMBER: 2001-334

DATE: July 3, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs highly responsible supervisory and administrative work in the management of the Sheriff's Corrections Programs Division, including planning, organizing, staffing, directing and training.

SUPERVISION RECEIVED: Works under the direction of the Undersheriff and Sheriff who define responsibilities and policies. Work is reviewed regularly for adherence to proper procedures and for effectiveness. Independent judgement is exercised with respect to methods and procedures.

SUPERVISION EXERCISED: Exercises supervision over the Corrections Program Division. Has the authority to formulate and carry out management decisions and represents management interests by taking or effectively recommending discretionary actions that control or implement office policy. Employee in this classification has discretion in the performance of these management responsibilities beyond the routine discharge of duties. May act as the office mediator between bargaining unit and management to reconcile labor disputes. Assigns work, provides advice and counsel, interprets policies, and regularly evaluates work for completeness.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for 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. Plan, direct and review the Sheriff's Programs Division including administration, maintenance of grounds and tools. Formulate, administer and evaluate Program Division policies and procedures in regard to the work and alternative programming. Review compliance for proper prisoner care and custody guidelines.
2. Develop liaison with Federal, State and Municipal governments, law enforcement agencies, Courts and the public, regarding availability of programs.
3. Direct programs admission and release operations; assure compliance with the directives of Federal and State law; consult with judges, attorneys, social workers and Parole and Probation Officers, regarding the custody of prisoners assigned to programs.
4. Study and research new laws and the operation of alternative inmate programs and make recommendations for new and revised programs for use; advise Undersheriff and Sheriff on new laws or recommend procedures regarding work and alternative programming.
5. Make budget recommendations for the work and alternative programs; supervise the preparation and maintenance of complex and detailed records and reports for the work and alternative programs.

6. Participate in the selection of personnel; resolve problems and recommend solutions; direct staff scheduling; prepare and review employee performance reports; recommend discipline as necessary.
7. Approve and recommend the purchase of supplies and equipment of work and alternative programs.
8. Coordinate training programs with the training office.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

11. Other duties as assigned.

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

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the modern policies, procedures and techniques for the custody and care of prisoners. Thorough knowledge of and the ability to interpret applicable Federal, State and Local Laws, particularly those pertaining to work and alternative programs. Thorough knowledge of court systems and procedures, civil law functions and corrections functions and procedures. Thorough knowledge of the use of law enforcement equipment, including firearms, vehicles, radios and intoxilyzers. Thorough knowledge of the records and reports in the administration of police functions. Considerable knowledge of the principles of supervision, human relations, organization and administration as applied to law enforcement and corrections programs.

Skill in the efficient and safe use of firearms, intoxilyzers, crime investigation kits and motor vehicles.

Ability to plan, assign, supervise and evaluate work of supervisors, either directly or through subordinate supervisors. Ability to comprehend and interpret laws, rules and regulations, court rulings and other pertinent information and apply it to Division policies and procedures. Ability to recognize and analyze a variety of administrative and operational problems in work and alternative programs and exercise judgement in directing or performing the necessary actions. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with other employees, other agencies, the Courts, prisoners and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. Six years of progressively responsible law enforcement experience including three years in a supervisory corrections position. Graduation from a two-year college or university with major course work in corrections or law enforcement. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. 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 a written test and oral interview as prescribed by the Sheriff's Office. 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. Possession of the Department of Public Safety Standards and Training Advanced Certificate at the time of appointment. Possession of a Supervisory Certificate within one year and possession of a Management Certificate within two years of appointment. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card. Must reside in Linn County or be willing to relocate if hired.

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.), 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.