



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Major</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Sheriff</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>06/08</u>
<b>DEPARTMENT:</b> <u>Sheriff</u>	<b>JOB CODE:</b> 4001	

### **DEFINITIONS:**

With general direction, organizes and manages the enforcement, investigations and support services divisions, establishes policies and protocols for the Boone County Sheriff's Department, prepares and monitors operating and capital budget, and oversees operations to ensure the security and safety of staff.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Oversees and directs the day-to-day operations of the Sheriff's Department, including enforcement, investigations and support services; coordinates Sheriff's Department operations with other agencies to ensure compliance with all State and Federal laws; develops and maintains operating policies and procedures.

Directs Sheriff's Department staff; hires and oversees training of new staff; ensures ongoing training of existing staff; evaluates performance; evaluates staff problems and takes disciplinary action, as appropriate.

Reviews reports for correctness and completeness; reviews requests and grievances forms in order to monitor trends; monitors daily operation and procedures as they related to constitutional standards.

Maintains current information as to trends and changes in the law as it applies to Sheriff Department facilities and as a result implements policy suggestions; evaluates and coordinates shift assignments between officer staff and supervisors.

Develops, justifies and monitors the Department’s annual budget; coordinates purchases of equipment and supplies; attends staff meetings and communicates changes in policies and procedures to staff.

Coordinates with maintenance personnel as it applies to the upkeep of the Department; coordinates outside grounds maintenance; designs and implements proper rules and procedures which address key control, fire safety, and general security of the Department.

Reviews workers’ compensation claims and reports prior to submittal to County Clerk’s Office to ensure completeness; reviews daily and weekly maintenance on security systems.

Writes daily activity reports for superiors; maintains financial records for use in budget preparation; develops and maintains various records and files; develops, coordinates, and presents staff training programs.

**KNOWLEDGE AND SKILLS:**

1. Comprehensive knowledge of the principles and practices of law enforcement.
2. Knowledge of applicable federal, state and local statutes, ordinances and regulations.
3. Comprehensive knowledge of the policies and practices of the Boone County Sheriff’s Department.
4. Comprehensive knowledge of Boone County Human Resources policies and practices.
5. Considerable knowledge of the criminal justice system in the State of Missouri.
6. Considerable knowledge of the court system in the State of Missouri.
7. Skill in planning and managing staff.
8. Skill in interacting with people of different social, economic, and ethnic backgrounds.
9. Skill in maintaining objectivity and confidentiality in dealing with criminals.
10. Skill in communicating with violators and mediating difficult situations.

**MINIMUM QUALIFICATIONS:**

Possession of Missouri Peace Officer Certification; Bachelor’s degree and five years management experience in law enforcement; must have clear criminal record (excluding traffic violations).

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)