



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Major</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Sheriff</u>	FLSA: <u>Exempt</u>	DATE: <u>01/20</u>
DEPARTMENT: <u>Sheriff</u>	JOB CODE: <u>101</u>	

SUMMARY:

Under the administrative direction of the Sheriff, the Major is the designated authority of the Sheriff in the overall management of the department and shall be authorized to make decisions on his behalf during the Sheriff's absences. This is an executive staff position that reports directly to the Sheriff and functions as second in command of the Sheriff's Department. This is advanced administration, supervisory, and technical law enforcement work exercising overall command of the Enforcement, Services, and Detention Branches of the Boone County Sheriff's Department.

The Major is an appointed position and will serve at the discretion of the Sheriff.

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 Boone County Sheriff's Department and Jail, including enforcement operations, investigations, detention operations, personnel, and training.
- Coordinates Sheriff's Department and Jail operations, training, and planning with other agencies to ensure compliance with all State and Federal laws.
- Maintains current information as to trends and changes in the law as they apply to the Boone County Sheriff's Department and Jail.
- Develops, proposes, and maintains operating policies and procedures for the Sheriff's Department.
- Attends staff meetings and communicates changes in policies and procedures to staff.
- Ensures subordinate conformance to Sheriff's Department policy, procedures, rules, and regulations, and takes necessary steps to improve the overall operations; evaluates performance; evaluates staff problems and takes disciplinary action, as appropriate.

- Evaluates and coordinates personnel assignments with administrative staff and supervisors.
- Assists with hiring and training of new staff; ensures ongoing training of existing staff.
- Assists in preparation of Sheriff's Department budget.
- Assigns manpower as needed.
- Supervises, directs, and coordinates, through subordinates, the various law enforcement functions, and administrative activities.
- Represents department in meetings with outside agencies.
- Interacts with various media outlets.
- Reviews reports, requests, complaints, and grievance forms in order to monitor trends.
- Responds to citizen complaints and manages the investigations regarding complaints regarding personnel.
- Commands major incidents, investigations, and emergency situations; assumes command of law enforcement activities on the scene; develops and modifies emergency operation plans.
- Participates in Sheriff's Department recruitment and community relations activities as directed.
- Performs all essential functions of the position of Captain as needed.
- Performs other related duties as assigned.

KNOWLEDGE AND SKILLS:

1. Strong knowledge of the political, social, and economic structure of Boone County, the social importance of law enforcement work; the geography of the County, its incorporated areas, and the general roadway network.
2. Strong knowledge of Boone County Human Resources policies and practices.
3. Strong knowledge of legal documents, legal principles of investigations, and current investigative techniques.
4. Strong knowledge of applicable federal, state, and local laws, statutes, ordinances, and regulations.
5. Extensive knowledge of the powers, duties, functions, jurisdiction and responsibilities of the Sheriff's Department.
6. Extensive knowledge of modern principles and practices of law enforcement administration.
7. Extensive knowledge of criminal investigation procedures and techniques.
8. Extensive knowledge of the criminal justice system in the State of Missouri and Boone County.
9. Extensive knowledge of civil, criminal, and administrative law at all levels, as well as pending and/or proposed changes.
10. Extensive knowledge of policies and practices of the Boone County Sheriff's Department.
11. Ability to make forcible arrests and engage in foot pursuits.
12. Ability to receive orders and relay them to subordinates in a firm and tactful manner.

13. Ability to monitor and evaluate potential legislative initiatives for impact and development
14. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.
15. Ability to enforce the laws firmly, tactfully, and impartially and to deal courteously and harmoniously with subordinate members and the general public.
16. Ability to administratively represent the Sheriff in department business regarding planning, operations, logistics, finance, and administration functions.
17. Strong ability to evaluate research and analytical reports on topics that could impact the Sheriff's Department
18. Strong ability to effectively and efficiently communicate with people from all cultural, social, economic, and diverse backgrounds in varying situations.
19. Strong ability to process, accurately interpret, and understand several pieces of information received from several separate sources at one time.
20. Strong ability to plan, delegate, distribute workload to personnel, and lead by example
21. Strong ability to observe and interpret situations analytically and objectively, as well as react in a timely fashion.
22. Strong ability to react quickly and calmly and direct the work of subordinates in an emergency.
23. Strong ability to express oneself clearly, concisely, and effectively, orally and in comprehensive written reports.
24. Strong ability to utilize sound reasoning, as well as ability to make sound decisions.
25. Strong ability to cope with stressful and strenuous situations and perform calmly in such situations.
26. Strong ability to interact with citizens in a professional manner.
27. Strong ability to follow instructions when furnished in written, oral, or diagram form.
28. Strong ability to prioritize workload; meet deadlines; accept direction; carry out directives; and comply with policies, rules, and regulations.
29. Strong ability to identify, preserve, collect, and evaluate evidence.
30. Skill in the use and care of firearms and related law enforcement equipment.
31. Skill in defensive and emergency driving.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary; however, the Major should have the ability to: react to physical confrontations and emergency situations quickly and effectively; perform tasks requiring dexterity and agility after running moderate distances; see and recall visual details; hear and understand speech and radio transmissions; perform multiple physical tasks simultaneously; drive an automobile; qualify with a department authorized firearm and defensive weapons; wear required uniform articles and safety equipment for extended periods of time; wear and use a respirator; communicate clearly in person and via a police radio and/or phone.

Position requires CONTINUOUS standing and sitting for long periods of time; FREQUENT bending, reaching, kneeling, and crouching; climbing up and down stairs; lifting and carrying 75 pounds; dragging up to 150 pounds.

WORK ENVIRONMENT:

This position regularly operates in a professional office environment and is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

As a law enforcement professional, there is risk and hazard from violence, aggressive and hostile people, a variety of weapons, noise, stress, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs, and drug paraphernalia; and risk of civil litigation due to the performance of duties.

Work may be performed in various weather conditions (e.g., extreme temperatures and precipitation).

Position requires the ability to work when necessary, as well as, the ability to work different shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS:

Must meet the minimum qualifications for the position of Deputy Sheriff.

Should the appointee not be a current Boone County employee, the appointee will be required to pass a pre-employment medical physical, psychological examination, and drug screen.

Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

PREFERRED QUALIFICATIONS:

Possess a bachelor's degree in Criminal Justice, Public Administration, or a related field, and eight (8) years of law enforcement supervisory responsibility; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position listed above.

Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice.