



CLASS SPECIFICATION FOR:

Chief Deputy Sheriff

General Statement of Duties:

This is an appointed, sworn senior management level position that serves as a key member of the Sheriff's executive management team; provides oversight of the administrative and operational activities of the department; serves as an advisor to the Sheriff; and performs related duties as assigned.

Distinguishing Features of Class:

This is a senior management level, supervisory position responsible for overseeing the short-term and long-term administrative and operational activities of the: Jail Administrators (Majors) and staff assigned to the two accredited regional jails under the operational jurisdiction of the County of Henrico; Major responsible for the Quality Assurance Section (audits, accreditation, inspections, training, fleet management, human resources, technology, monitoring and implementing relevant enacted legislation); Major responsible for Support Services (court security, civil processes, booking, transportation, warrants and classification); provides administrative oversight for the budgets, policies, directives, standard operating procedures, inmate hearings, programs and various other operational activities as assigned; supervises assigned staff including the Captain assigned to manage the Prison Rape Elimination Act (PREA) activities and the Sheriff's Inmate Hearing Officers of both jail facilities; serves as advisor to the Sheriff, Jail Administrators and other staff; and serves as a department liaison and representative as assigned. Exercises discretion in the oversight and administration of the department's operational activities. May report to the Under Sheriff or directly to the Sheriff.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Supervises, coordinates and ensures the efficient operation of the activities of all sections of the Sheriff's Office;
- Utilizes comprehensive knowledge of mandated regulations from the Department of Corrections, American Correctional Association accreditation requirements, and Prison Rape Elimination Act standards in exercising administrative oversight of data collection and management to meet mandated reporting, audit and accreditation requirements;
- Supervises assigned employees responsible for department-specific human resource functions including related paperwork;
- Collaborates with and provides directions and resources to assigned staff, includes assisting with developing goals and objectives for each section;
- Identifies problems related to administrative, procedural or personnel issues, identifies viable solutions, obtains necessary approvals, and assists staff with documentation and implementation of approved solutions;
- Collaborates with assigned staff to develop, review and amend operating budget proposals for assigned sections and presents recommendations as required;
- Collaborates with assigned staff to ensure assigned operations areas are managed and operate within approved budget;
- Collaborates with the Controller on financial operations of the department, including budget development and monitoring operational expenses to ensure the department is managed and operate within approved budget;
- Oversees or assists with the development, review, revision, implementation and enforcement of department-specific values, goals, policies, procedures, directives and programs;
- Serves as liaison, establishes and maintains positive working relationships between the Sheriff's office and other county departments, other metro localities, cooperating localities, regulatory and accrediting agencies;
- Serves as chairperson on internal committees and boards and volunteers on various relevant community committees;
- Assumes command in emergency situations as required or designated;
- Handles special projects as assigned, including from concept to completion as required;
- Obtains and maintains all required certifications and license;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and techniques of the management of modern correctional institutions, organizational management, and personnel management; comprehensive knowledge of mandated regulations from the Department of Corrections, American Correctional Association accreditation requirements, and Prison Rape Elimination Act standards; extensive knowledge of the Sheriff's administrative and facility operations; comprehensive knowledge of available local, state and federal resources and regulatory agencies; thorough knowledge of occupational hazards, safety precautions, safety regulations and other work related precautions related to facility and inmate management as well as County safety and risk management policies and practices; considerable knowledge of courtroom procedures and judicial processes; considerable knowledge of institutional best practices and mandated practices for the care and custody of prisoners; ability to work effectively as a team member and leader; excellent communication skills with the ability to present ideas and recommendations clearly and



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concisely both orally and in writing to diverse audiences; demonstrated ability to establish collaborative working relationships with other Public Safety agencies; demonstrated ability to establish and maintain effective working relationships with County officials, employees and the public as well as professional organizations, local, state and federal resources and regulatory agencies and other resources relevant to the department's operations; ability to cooperate with and interpret regulations and anti-recidivism philosophies, practices and programs to County authorities, judicial authorities, regulatory agencies, inmates and the general public; ability to collaborate effectively to achieve department and County goals; demonstrated excellent political savvy; demonstrated ability to multitask and effectively manage competing priorities; demonstrated ability to quickly and accurately analyze situations, and to make rapid hazard assessments and sound decisions, including in emergency scenarios; excellent management and supervisory skills including the ability to develop, coach and mentor as well as foster and maintain high morale and engagement; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; thorough understanding of and demonstrated ability to develop effective marketing strategies for department-specific practices, policies and programs; physical condition that permits the activities necessary in and inherent to the management of the department's operations, including the use of firearms and the performance of corrections/security duties as needed; demonstrated ability to develop and maintain detailed accurate records and to make required and special reports; sound accounting or other financial skills with demonstrated ability to develop accurate budgets, manage expenditures in accordance with County Finance policies and manage operations effectively within budget; good working knowledge of personal computers and/or automated systems and the ability to enter, retrieve and analyze data using common business software as well as industry specific software; excellent judgment; excellent customer service skills; tact; and courtesy. May require working evenings, weekends, and some holidays.

Minimum Education and Experience:

Education: Possession of a four (4) year degree in in a relevant public administration or justice field;

Experience: Ten (10) years of correctional experience, to include five (5) years in a supervisory role;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Completion of the required training for correction officers- Criminal Justice Officers Training and Standard Commission.
- Obtains and maintains all certifications required by the Virginia Department of Criminal Justice Services Commission (VA DCJS).
- Valid driver's license issued by the State of Virginia.
- Must be a citizen of the United States.
- Requires a pre-employment physical examination/or medical test administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.
- Serves at the will of the Sheriff (Elected Constitutional Officer).
- Serves as essential personnel and may be required to work when other County closures are declared by the County Manager.