

COUNTY OF SOLANO

SHERIFF/CORONER/PUBLIC ADMINISTRATOR

Est 12/97
CSC Exempt

DEFINITION

Under statutory direction, plans, organizes and directs operations of the Sheriff/Coroner/Public Administrator's Office and coordinates its activities with other agencies; serves as a member of the County's management team.

CLASS CHARACTERISTICS

This is a single position, elected official class responsible for planning, directing and coordinating operations of the Sheriff/Coroner-Public Administrator's Office.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Establishes and directs implementation of policy covering law enforcement service levels in unincorporated Solano County including patrol and investigative services; monitors law enforcement operations to ensure efficiency and effectiveness.
2. Establishes and directs implementation of policy covering detention facility operations for unsentenced and sentenced inmates remanded to the custody of the Sheriff; acts as a spokesperson on law enforcement and detention issues at various official and civic meetings.
3. Directs the implementation of citation release programs as provided for under state law and ensures court orders for releasing or holding unsentenced prisoners are carried out.
4. Directs implementation of services and programs for sentenced inmates of the County detention system; coordinates programs and services with the courts and other local public and private agencies as appropriate; ensures civil process services are accomplished consistent with state law and departmental policies.
5. Coordinates law enforcement, detention and other assigned activities with federal, state and local law enforcement and detention agencies.
6. Prepares and administers the departmental budget consistent with state and local financial and budget regulations and sound fiscal management.
7. Provides overall direction of the personnel function within the Sheriff/Coroner-Public Administrator's Office including staff evaluation and development and resolution of employee grievances.

EXAMPLES OF DUTIES (Continued)

8. Supervises, coordinates and conducts inquests and investigations to determine the circumstances, manner, mode and cause of death in accordance with California statutes.
9. Selects, appoints, supervises and evaluates departmental personnel; communicates goals and objectives and encourages accomplishment; evaluates and recognizes levels of performance and achievement.
10. Coordinates the activities and policies of the department with law enforcement agencies, other County departments, state, federal and local agencies.
11. Represents the department in meetings with state, federal and local officials, civic groups and the general public; performs a variety of public relations functions including working with the media and speaking to large and small groups.

QUALIFICATION GUIDELINES

Education and/or Experience

Since this class describes a single position elected official, qualifications are governed by California Codes, however, candidates should demonstrate possession of and competency in requisite knowledge and abilities.

Knowledge/Abilities

Extensive knowledge of modern police and detention administration policies and practices, including budgeting, program planning and evaluation and supervision; laws and current court cases and legislation affecting the administration of the Sheriff/Coroner/Public Administrator's Office; criminal justice systems.

Considerable knowledge of modern public personnel practices; office procedures and practices.

Ability to plan, organize and direct law enforcement and detention programs/services; understand, interpret and explain laws, regulations and policies governing program operations; develop and implement operational procedures; identify and analyze administrative problems and implement operational changes; make decisions and independent judgments; communicate effectively both verbally and in writing; communicate effectively with people of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships; determine the appropriate course of action in emergency or stressful situations; understand program objectives in relation to departmental goals and procedures; demonstrate tact and diplomacy; collect and analyze data to establish/identify needs and evaluate program effectiveness; draw logical conclusions and make appropriate recommendations; develop goals and objectives; prepare budgets, funding proposals and narrative and statistical reports; comply with laws, regulations and professional practices governing program services and operations; supervise the work of others engaged in law enforcement activity; secure cooperation and teamwork among

QUALIFICATION GUIDELINES (Continued)

professional and/or support staff; formulate, promote and implement a variety of law enforcement/detention programs; understand and analyze expenditure reports; maintain accurate records and document actions taken; interview people to initiate personnel actions; organize and prioritize work assignments; research regulations, procedures and/or technical reference materials; project consequences of decisions; determine and evaluate levels of achievement and performance; interpret political and administrative direction and incorporate into operational policy and procedure; maintain confidentiality of information; recognize and respect limit of authority and responsibility; effectively delegate responsibility and authority to others.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license may be required.

Peace officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.

Incumbents must meet requirements for this office as set forth in the California Government Code.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents must be able to perform basically sedentary work.

Incumbents may be required to work outside normal business hours.

Positions allocated to this class are exempt from the provisions of the County's Civil Service ordinances. Incumbents are hired and retained at the pleasure of the electorate.

Candidates for some positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

Incumbents of this class have full peace officer powers as delineated in the California Penal Code and must therefore meet training requirements in accordance with Penal Code 832.



Approved to form by Director of Human Resources