



CLASS SPECIFICATION

Class Code: 16135
Date Est: 07/2007
Last Rev: 07/2018
Last Title Chg: 07/2018
FLSA: exempt
Probation: 12 months

DIVISION MANAGER – ADMINISTRATION

DEFINITION

Under general direction, manages the daily operations of the Washoe County Sheriff's Office Administrative Services Bureau: Civil Section, Front Desk, and Records Sections; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in business administration, public administration or a closely related field AND three years of full-time supervisory experience in a centralized law enforcement records management division, administration or a closely related area; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Possession of, or ability to obtain within six months of date of appointment, current certification on the NCIC/NCJIS criminal history information system.

SUPERVISION EXERCISED

Exercises direct supervision over professional, paraprofessional and support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage and direct the operations and activities of the Records Section, Civil Section and Front Desk; develop, plan, coordinate, implement and evaluate policies, procedures, goals and objectives.

Supervise assigned staff, which includes staff selection, assigning, scheduling, and reviewing work, providing training in proper work methods and procedures, professional development, coaching and mentoring, performance evaluation and implementing discipline and conflict resolution procedures when necessary.

Serve as primary resource for information regarding policies, procedures and operations of assigned areas, handle inquiries on the telephone and in person, provide information, resolve complaints, interpret laws, regulations, policies and procedures regarding the release of information to ensure that operations are in legal compliance.

Prepare and monitor budget including recommending expenditures for designated accounts, monitoring approved budget accounts, reviewing financial condition of assigned programs, and recommending/initiating corrective action to ensure financial integrity.

Analyze and evaluate the impact on operations of changes in state and federal policies and regulations and develop procedures that ensure compliance with state and federal requirements; recommend responses and/or draft proposed legislation; testify before legislative committees to address the impact of proposed legislation.

Evaluate, collect and analyze statistical data; prepare and present written reports to Command Staff, Washoe County Board of County Commissioners, City councils and the Nevada State Legislature.

May testify in court regarding how criminal records are processed/retained; make presentations as a representative of the Sheriff's Office before the review board in work permit denials as subject matter expert in these instances.

Represent the Department on committees, boards and community meetings.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of general management, supervision and training.

County and Sheriff's Office policies, procedures and Lexipol.

The criminal justice system and methods of processing information through the system.

Federal laws and regulations governing criminal police records management and retention procedures.

Techniques and procedures used in records management retention.

Use and application of computers and software programs.

Operating characteristics of criminal information systems utilized by law enforcement and legal personnel.

Modern office practices, methods and equipment.

Principles of accounts maintenance and budget administration and control.

Methods and techniques of data collection and report preparation.

Local laws and regulations governing criminal police records management and retention procedures; including Nevada Revised Statutes.

Terms and acronyms commonly used in the assigned function.

Management information systems, software programs, and equipment used in the assigned area, including NCIC/NCJIS and optical imaging systems.

Ability to:

Effectively supervise and evaluate the performance of assigned staff.

Provide explanations and information; answer questions and make recommendations for action in a manner that does not intimidate or provoke members of the public.

Recognize work methods and procedures that promote a safe working environment for employees and others and train staff in same.

Develop and administer program(s) budget.

Access and operate departmental computer equipment, software and optical imaging equipment.

Read, interpret, apply and explain pertinent laws, ordinances, codes, regulations and standards including administrative and departmental policies and procedures.

Evaluate operations, including work procedures and processes, to determine their effectiveness and efficiency; develop, recommend and implement operational alternatives.

Coordinate assigned services and activities with other divisions, outside agencies and organizations.

Communicate effectively, both orally and in writing.

Write correspondence, memoranda, narrative reports and other documents.

Operate a full range of modern office equipment including a variety of software packages and criminal information programs.

Plan and organize work to meet schedules and timelines.

Establish, maintain and foster effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a detention facility environment. Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 40 lbs. Ability to operate a computer, calculator, copier, and fax machine. Must pass a CVSA and background investigation.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.