

# **LINN COUNTY CLASSIFICATION**

**TITLE:** LIEUTENANT– SUPPORT SERVICES DIVISION  
**NUMBER:** 659 **APPROVAL ORDER NUMBER:** 2016-234  
**PAY RANGE:** 20 **DATE:** JULY 19, 2016  
**CATEGORY:** MANAGEMENT/EXEMPT (SO)

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Supervises and advises staff assigned to this Division. Assists the Support Services Division Captain with various administrative activities. Assumes responsibility for the operation of the Division in the absence of the Captain.

SUPERVISION RECEIVED: Works under the supervision of the Support Services Captain who assigns duties and regularly reviews work for effectiveness and proper procedures through observation, conference and analysis of reports.

SUPERVISION EXERCISED: Exercises general supervision over the Support Services Division personnel. Assists with formulating and carrying out management decisions and directs duties of subordinate personnel. When appropriate, employees in this classification may recommend action for adjusting grievances, discipline, suspension (with pay) and rewarding subordinates. Other supervisory duties include reviewing work performance of subordinates and work product records.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assist with planning, directing and assigning work to personnel assigned to the Support Services Division. This includes personnel in communications, records, training office, community service, information and technology, purchasing and other offices identified as part of the Support Services Division.
2. Assist with budget recommendations for the Support Services Division; assist with supervising the preparation and maintenance of complex and detailed records and reports for the division.
3. Assist with the selection of personnel; supervise staff scheduling; prepare and review employee performance reports; recommend disciplinary sanctions as necessary.
4. Supervise and assist Training Officers to provide an ongoing training program for Sheriff's Office personnel. This includes records maintenance, resources management, coordinating with Department of Public Safety Standards and Training (DPSST) and other relevant training.
5. Assist with managing the telecommunications network.
6. Assist in preparation and documentation of complete Sheriff's Office budget. Assist with accurate record keeping for spending of budgeted resources for the Sheriff's Office.

7. Participate in developing and recommending an annual 9-1-1 Primary Safety Answering Point (PSAP) Operating Budget to the Service Provider.
8. Participate in supervising or operating logistic operations for a major incident or emergency.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management’s decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of procedures and policies used in the communication dispatching process, including radio, computer and telephone systems; police records systems, including computer systems. Considerable knowledge of the principles of supervision, human relations, organization and administration as they would apply to law enforcement programs. Considerable knowledge of budget preparation principles.

Ability to function in stressful situations; ability to speak clearly and succinctly; and the ability to develop overall policies for division operations.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a senior high school or possession of the equivalent GED Certificate. Four years of progressively responsible experience in public administration or law enforcement environment. Graduation from a two year college with an Associate’s Degree in business or public administration. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

**NECESSARY SPECIAL QUALIFICATIONS:** Be a citizen of the United States. Be 21years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff’s Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator’s license and an acceptable driving record at the time of appointment may be a condition of employment. Possession of the Department of Public Safety Standards and Training Advanced

Certificate within one year of appointment. Must possess and maintain a Law Enforcement Data System (LEDS) Certificate. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination, and peripheral vision must be normal). Additional requirements are the ability to talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop, and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools, or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moments notice.