

LINN COUNTY CLASSIFICATION

TITLE: CAPTAIN – SUPPORT SERVICES DIVISION
NUMBER: 885 **APPROVAL ORDER NUMBER: 2020-104**
PAY RANGE: 42 (SO) **DATE: APRIL 14, 2020**
CATEGORY: MANAGEMENT/EXEMPT (SO)

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs highly responsible supervisory and administrative work in the management of the Support Services Division, including planning, organizing, staffing, directing and training.

SUPERVISION RECEIVED: Works under the direction of the Sheriff and Undersheriff who define responsibilities and policies. Work is reviewed for adherence to proper procedures and for effectiveness. Independent judgement is exercised with respect to methods and procedures.

SUPERVISION EXERCISED: Exercises supervision over the Support Services Division. Has the authority to formulate and carry out management decisions and represents management interests by taking or effectively recommending discretionary actions that control or implement office policy. Employee in this classification has discretion in the performance of these management responsibilities beyond the routine discharge of duties. May act as the office mediator between bargaining units and management to reconcile labor disputes. Assigns work, provides advice and counsel, interprets policies and regularly evaluates work.

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. Plan, direct and assign work to personnel assigned to the Support Services Division. This includes personnel in communications, records, training office, community service, emergency management, purchasing, evidence, computer resources, and other offices identified as part of the Support Services Division.
2. Make budget recommendation for the Support Services Division; supervise the preparation and maintenance of complex and detailed records and reports for the Division.
3. Participate in the selection of personnel; participate in investigations of alleged misconduct of assigned personnel and resolve problems or recommend solutions; direct staff scheduling; prepare and review employee performance reports; recommend disciplinary sanctions as necessary.
4. Coordinate with the 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. Manage the telecommunications network. Responsible for technical work associated with maintenance of radio/telecommunications systems including purchase and repair of radio/electronic equipment.
6. Review the purchase of supplies and equipment for the Sheriff's Office.
7. Assist in preparation and documentation of complete Sheriff's Office budget. Supervise and insure accurate record keeping for spending of budgeted resources for the Sheriff's Office.
8. Is responsible for the Linn County Emergency Management Program acting under the direction of the Sheriff and Undersheriff. Coordinate work of emergency management personnel.
9. Develop and recommend an annual 9-1-1 Primary Safety Answering Point (PSAP) Operating Budget to the Service Provider Committee and manage the operation of the PSAP in conformance with the adopted budget.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. 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 for 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: Thorough 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. Ability to exercise leadership in the assignment, supervision and evaluation of subordinate personnel. Ability to interpret laws, regulations and procedures and recommend appropriate action. Ability to recognize, investigate and analyze various administrative and operational problems and recommend appropriate action. Ability to maintain necessary records and prepare reports and

correspondence. Ability to deal with the public and to maintain good public relations. Ability to establish and maintain effective working relationships with the courts, attorneys, staff and representatives of other law enforcement agencies.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. Six years of progressively responsible experience in a law enforcement environment, including at least 3 years of supervisory experience. Successful completion of at least 90-credit hours of college level coursework, or graduation from a two-year college or four-year university. 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 21 years 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 at the time of appointment. Possession of a Supervisory Certificate within one year and possession of a Management Certificate within three years of appointment. 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). 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 moment's notice.