

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CHIEF DEPUTY, ADMINISTRATION

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial / administrative work associated with directing the operations and activities of all non-law enforcement personnel and overseeing the financial activities of the Sheriff's Department. Duties and responsibilities include supervision of non-law enforcement personnel, preparing budget and related documents and maintaining financial records, reviewing/approving invoices and payroll documents, preparing or processing various department documentation, conducting research, compiling information and statistics, maintaining records, performing data entry, and performing other tasks as assigned. Reports to Sheriff.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processes employee concerns and problems, directs work, counsels, disciplines and completes employee performance appraisals; conducts interviews and makes hiring recommendations.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Performs office management functions; supervises daily office operations, coordinates office activities, and assists with overall department functions; assists in establishing long and short term plans, goals, and objectives for the department/division; coordinates special projects as requested.

Develops annual budget for the Sheriff's Department; projects and develops annual department budget; makes budgetary recommendations; prepares budget balance sheets; monitors expenditures to ensure compliance with approved budget.

Supervises financial operations and activities, to include budget, accounts payable, accounts receivable, payroll, personnel and support staff.

Compiles financial information, distributes information to supervisor, management, and other departments as appropriate and presents budget reports to Public Safety Committee.

Provides support for the assigned department; processes a variety of documentation associated with department operations, within designated timeframes and per established procedures.

Assists the Sheriff with the creation of departmental policies, procedures, rules, and regulations.

Interprets and ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, general orders, policies and procedures; ensures prompt execution of department rules, regulations, and orders; ensures adherence to established safety procedures; initiates any actions necessary to correct deviations.

Reviews/approves purchase requests and purchase orders, reviews invoices, bills and statements and authorizes for payment; reviews /approves leases, maintenance agreements, equipment purchases, etc.

Rutherford County, Tennessee • Chief Deputy, Administration

Reviews work schedules for appropriate staffing levels and makes adjustments as necessary, reviews/approves timesheets and forwards for processing; reviews/monitors data pertaining to overtime.

Responds to citizen complaints and employee grievances.

Oversees departmental computer representatives, training requirements, distributing technical information, receiving and processing technical issues and requests; maintains communication with software vendors; responsible for Sheriff Dep. Network, security of network, maintaining the integrity of network data, and verification of backup assurance.

Processes work order requests; receives work order requests and routes requests to appropriate person; monitors status of outstanding work; maintains records.

Gathers various information, data, reports, and/or files as requested; compiles statistical data relating to department programs or operations and makes applicable calculations; prepares/generates reports for submission to department managers and/or to outside agencies; maintains records.

Monitors inventory of department equipment, forms, or supplies; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement supplies.

Types, drafts, prepares, or completes various forms, reports, correspondence, lists, purchase orders, budget documents, work orders, meeting minutes, legal notices, charts, graphs, or other documents.

Receives various payroll documents, forms, reports, correspondence, invoices, budget documents, timesheets, vacation/leave requests, inventory records, policies, procedures, maps, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, accounting, email, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Maintains file system of department files/records; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

Conducts research functions and staff meetings as appropriate.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or updating department manuals/documentation.

Communicates with supervisor, employees, other departments, vendors, customers, law enforcement personnel, court personnel, inmates, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws and regulations, reads professional literature, maintains professional affiliations, and attends workshops and training sessions as appropriate.

Maintains confidentiality of departmental documentation and issues.

ADDITIONAL FUNCTIONS

Provides direction, training, guidance and assistance to employees; coordinates projects and daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Performs office management functions; supervises daily office operations, coordinates office activities, and assists with overall administrative department functions; coordinates special projects as requested.

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration or related field; supplemented by two (2) years previous experience and/or training involving secretarial work, office administration, basic bookkeeping, customer service, record management, personal computer operations, and training/experience in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of valid State of Tennessee Notary Public certification. Must possess and maintain a valid Tennessee drivers license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 1.5 **Maximum Continuous Time:** 15 minutes

2. SITTING

Estimated Total Hours: 6.5 **Maximum Continuous Time:** 30-45 minutes

3. LIFTING/CARRYING

Objects: More frequent in the first quarter of the year

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs				X	
26-50 lbs				X	
51-75 lbs				X	
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: on occasion

5. CLIMBING

Tasks: retrieving items from top shelf in storage room

Device: Ladder

Height: 9 feet from ground

Frequency: Occasionally

6. BENDING/SQUATTING/KNEELING

Tasks: getting files

Frequency: daily

7. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Down	Daily		<5lbs
21-36"	Down	Daily		<5lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>95</u> % of time
Outside	<u>5</u> % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date