

County of Humboldt Job Specification
DEPUTY DIRECTOR – SHERIFF’S FINANCIAL AND SUPPORT
SERVICES
Classification 0438
FLSA: Exempt



DEFINITION

Under general direction, plans, organizes, manages, and directs the financial and assigned support services functions of the Sheriff’s Office, including organizing, supervising, and evaluating, financial planning and analysis, budgets, management analysis, and contract and grant management; coordinates and provides for implementation of special projects; serves as a member of the department’s management team and actively participates in department-wide strategic planning, policy development, and legislative analysis; promotes and participates in collaborative activities, programs, and projects that cross functional areas; represents the department in a variety of external and internal contacts; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Sheriff. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This management classification has significant responsibility for the development, implementation, oversight, and evaluation of the financial and assigned support services functions of the Sheriff’s Office and has considerable latitude for the exercise of independent judgment and decision making. This classification is distinguished from the department head level in that the latter has responsibility for overall administration and operation of the department. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Manages, directs, evaluates, monitors, and supports supervisory, professional, technical, and clerical staff through lower-level managers; provides proactive and informational performance feedback to employees on an on-going basis; conducts performance evaluations in a timely and effective manner; provides recommendations on hiring, demotion, and employee discipline.
- Develops, plans, implements, and evaluates goals, objectives, priorities, and activities within assigned area(s) of responsibility in a manner consistent with department goals and objectives; develop strategies for the successful achievement of goals and objectives; direct and coordinate the implementation of strategies.
- Participates as a member of the department’s management team, including recommending, designing, and leading the implementation of changes to departmental business practices, in compliance with County-wide established processes, policies, and procedures and regulatory and legislative requirements.

- Plans, manages, and leads the development and implementation of department-wide budgetary and support services business standards, processes, policies, procedures, and performance measurements; analyzes, evaluates, and develops recommendations for changes as necessary and appropriate; directs the development and maintenance of operating procedures/manuals.
- Plans, directs, and manages multiple and complex budgetary functions funded by and responsible to multiple funding agencies and/or revenue sources as well as the County organization; communicates with and reports to external agencies, governing boards, and/or special districts.
- Plans, directs, and manages, through lower-level management staff, department-wide fiscal operations, grant management, and assigned support services functions.
- Directs and manages the planning, preparation, and monitoring of multiple and complex department/agency budgets, including analyzing and estimating expenditures, analyzing and projecting revenues, recommending allocation of funds and personnel, developing alternative budget scenarios, and reviewing and consulting with management staff; prepares final budget presentation with justifications and ensures the timely submission of budgets to County Administrative Office as well as the state, federal, or other governing boards/agencies as required.
- Directs, oversees, and coordinates fiscal activities with the appropriate state and federal agencies/funding sources, the State Controller's Office, the County Administrative Office, and other County departments/divisions as necessary and as appropriate.
- Attends and participates in a variety of task forces, committees, and meetings, both internal and external, relating to assigned functions; serves as a representative of assigned agency or department/divisions; coordinates data, resources, and work products in support of a productive and positive working relationship.
- Plans, directs, and leads the completion of a variety of studies; supervises research activities; evaluates and analyzes departmental or agency goals/objectives and legal mandates; analyzes existing and proposed legislation and directives to determine their impact on budgetary, fiscal, or operational procedures of assigned agency or department/divisions; develops and leads the implementation of changes to ensure compliance with County policies and procedures and regulatory requirements.
- Directs and manages the work of consultants; assists in the preparation of requests for proposals, reviews bids, and interviews and select consultants; manages workflow, sets expectations and priorities, and monitors outcomes; negotiates contracts.
- Maintains awareness of and participation in external professional environment and resources to ensure the highest level of professional standards are applied to service delivery within the County and the Sheriff's Office.
- Performs related duties as required.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, budget development and administration, and supervision of staff, both directly and through subordinate levels of supervision.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of administrative programs and operational needs of assigned department.
- Principles and practices of leadership.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Advanced principles and practices of budget planning, preparation, and implementation, including financial forecasting and analysis.
- Generally accepted accounting principles, governmental accounting standards, and other pertinent governmental accounting and reporting procedures.
- Advanced principles and practices of public and business administration with emphasis in budget, grant, and office management.
- Principles and practices of County-wide operations and County administration and organization.
- Applicable federal, state, and local laws, regulations, ordinances, and organizational policies and procedures related to assigned areas of responsibility.
- General principles of risk management related to the functions of areas of assignment.
- Technical, legal, financial, and public relations problems associated with the management of fiscal, budgetary, and administrative services operations and programs.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective reports.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

- Serve as a positive and motivational team leader as well as a positive and effective member of a peer group.
- Develop, recommend, and implement goals, objectives, and practices for providing effective and efficient services.
- Train, direct, supervise, and evaluate the work of management, supervisory, professional, technical, and clerical staff, directly and through lower-level managers.
- Plan, manage, and direct the development, implementation, and monitoring of complex department budgets.
- Plan, organize, and manage fiscal, budgetary, and support services operations and programs.
- Analyze, interpret, summarize, and present financial, statistical, and technical information and data in an effective manner.

- Research, analyze, and make recommendations on administrative services, budget, and accounting/fiscal operations policies, guidelines, and procedures specific to the Sheriff's Office.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Communicate clearly and concisely in both oral and written forms.
- Work with various cultural and ethnic groups and individuals in a tactful and effective manner.
- Effectively represent the County and department in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations and the media.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business or public administration, accounting, human resources, or a closely related field.

and

Five (5) years of professional-level experience in administrative or budgetary analytical or management support work, including two (2) years supervisory experience. Experience working with a law enforcement agency is desirable.

Licenses and Certifications:

Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to read printed materials and a computer screen.

- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some positions require attendance at meetings outside of regular working hours.
- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).