



Sheriff Sergeant, Community Relations (2545)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 20

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to direct and manage community relations activities which represent the Sheriff's Department favorably within the community, develop and manage a variety of crime prevention programs, and oversee the work of School Resource Officers. Incumbents in this position perform duties under supervision of the Chief Deputy.

Typical Duties

Supervises officers, volunteers, interns, inmates, and community service workers: evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; conducts employee performance evaluations; establishes and promotes employee morale; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Plans, coordinates, assigns and reviews work of individuals and the team: prioritizes and schedules activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with School Resource Officers and program leaders to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure/program manuals as appropriate.

Develops programs and manages national crime prevention programs such as DARE, Neighborhood Watch, GREAT, and Fatal Vision: schedules program activities; supervises deputies performing DARE and community relations activities; purchases and distributes program supplies; researches best programs to serve community needs; ensures that related program certifications are renewed annually; and ensures that programs are implemented according to department/program directives.

Manages School Resource Officer program and staff: provides security at school facilities; determines best programming to be delivered within the schools and best officers to patrol school campuses; supervises the provision of and provides classroom instruction; ensures the availability of instructional materials; and evaluates programs to determine effectiveness.

Develops and implements policies and procedures to promote positive community relations: ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; informs personnel of changes in laws, rules, policies, and procedures; initiates any actions necessary to correct deviations or violations; and recommends or administers discipline for violations of rules/regulations.

Prepares and administers division budget: prepares annual budget recommendations and assists with budget preparation; submits requests and approves or disapproves specific expenditures; and monitors expenditures for compliance with approved budget.

Provides presentations and speaks at numerous community relations functions and activities: represents the Sheriff to students, home owner associations, civic and religious organizations, Board of Education, and other public events; and prepares and distributes a variety of related information and literature.

Responds to questions, complaints and requests for information/assistance from the public, news media, court and medical personnel, attorneys, inmates, officers, various agencies, employees, officials, supervisors, or other individuals.

Communicates with school officials, community service workers, program volunteers, national and regional program staff, supervisor, other employees, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Prepares and processes a variety of forms, reports, correspondence and documentation associated with community relations and crime prevention programming: forwards or retains as appropriate; compiles data for further processing or for use in preparation of program reports; and maintains computerized and/or hardcopy records.

Performs other related duties as required.

Minimum Qualifications

Associate Degree in Law Enforcement or Criminal Justice required; supplemented by three years of progressively responsible experience in law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Georgia Peace Officer Standards and Training (POST) certification.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory 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 apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), 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.

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Requires differentiating in recognizing and identifying similarities or differences in colors, forms, sounds, textures and/or physical appearances associated with objects, materials, ingredients, and people. Tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, traffic hazards, animal/wildlife attacks, human attacks/bites, explosives, firearms, violence, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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