



JOB DESCRIPTION

JOB TITLE:	Commander	FLSA:	Exempt
DEPARTMENT:	Sheriff	GRADE:	D1
REPORTS TO:	Sheriff	STATUS:	At-Will

SUMMARY OF JOB PURPOSE:

Responsible for direction and coordination of the activities and staff of a Sheriff's Office bureau or area; ensures that Lieutenants, Sergeants, Deputies and staff are ready and prepared for duty; manages and coordinates the activities of bureau or area operations.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, organizes, administers, reviews and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures and work standards for the bureau or area.
- Contributes to the overall quality of the bureau or area's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Develops comprehensive programs based upon community and/or agency needs; assesses such needs through assessment techniques.
- Coordinates the work of the Bureau with that of other bureaus or areas in the Sheriff's Office, County departments, law enforcement agencies, and businesses.
- Responds to and resolves sensitive citizen inquiries and complaints.
- Supervises and participates in critical incidents, tactical situations and criminal investigations; responds to major crime scenes and takes command when appropriate; reviews criminal cases and assignments; identifies policy and compliance issues, and proposes solutions; reviews and assigns investigations of complaints and internal investigations, complex, high-priority and sensitive cases; makes recommendations of findings to appropriate personnel.
- Performs duties of Deputy Sheriff, as needed, and assists Deputies in the performance of their duties.
- Presents preventive education and information through community and school awareness projects; teaches and counsels residents on law enforcement activities, programs and referral resources; represents the Sheriff's Office at court hearings; prepares reports and materials requested and subpoenaed by the courts; and testifies in court cases.
- Prepares and directs the preparation of a variety of written manuals, procedures, correspondence and periodic and special reports regarding work performed.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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ESSENTIAL FUNCTIONS: (continued)

- Maintains and monitors bureau or area's budget; prepares special and recurring reports, budgets, grants, proposals and contracts, and disseminates to appropriate personnel and external agencies.
- Directs the conduct of and conducts analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Operates a motor vehicle in a safe and effective manner.
- Uses standard office equipment, including a computer, in the course of the work.
- Contributes to the efficiency and effectiveness of the agency's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma/GED; AND ten (10) years of law enforcement experience; three (3) years supervisory experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration.
- Principles and practices of law enforcement.
- Methods and techniques of investigation and interrogation.
- Safety practices, safe work methods and safety regulations pertaining to the work.
- Computer applications related to the work.
- Applicable laws, codes and regulations.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

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Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Creating, planning, implementing and managing a wide-range of programs.
- Developing and implementing goals, objectives, policies, procedures, work and safety standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining state and local laws, regulations and policies.
- Directing the maintenance of accurate records of work performed and actions taken.
- Preparing clear and concise reports, correspondence and other written materials.
- Safe use of firearms, impact weapons and chemical agents.
- Crime scene preservation and collection of evidence.
- Operate vehicle safely and effectively in normal and emergency situations.
- Determining and executing proper course of action under emergency conditions.
- Using initiative and independent judgment within established policy guidelines.
- Communicating effectively in oral and written forms.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class C Driver's License
- Advanced Category Nevada POST Certification

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift and carry up to 75 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another; dexterity to write and to effectively use weaponry.

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EMPLOYMENT STATUS:

This is an at-will position. Either the employee or Lyon County may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law. This job description does not constitute a contract of employment.

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