

CHIEF OF OPERATIONS (County Sheriff's Department)

DISTINGUISHING FEATURES OF THE CLASS: This is a management position responsible for the administration of operational programs and units of the Cattaraugus County Sheriff's Department including the County Correctional Facility, as well as the various patrol, detective, and investigatory units. The work is carried out under the general supervision of the Sheriff or Undersheriff. Supervision is exercised over the subordinate personnel of the department. An incumbent holds the rank of Captain within the department's command structure and may participate in the investigation of crime and the enforcement of the general criminal laws of the State. A Chief of Operations does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees the operation of the County Correctional Facility in order to assure adherence to acceptable standards in administration, security and control, prisoner services, and related requirements;
- Drafts departmental rules and regulations applicable to all departmental divisions and amends or supplements such;
- Reviews reports generated concerning agency work units to extract fiscal and management information utilized in establishing financial controls, and work performance standards;
- Analyzes operating procedures to devise more efficient methods of agency work;
- Reviews and consolidates budget requests and revenue sources to prepare and develop budget document;
- Supervises communication with the Personnel/Civil Service agency for reporting of personnel transactions and to assure conformance with civil service law and rules and terms of collective bargaining agreements;
- Administers negotiated contracts with recognized employee organizations;
- Prepares proposals for state and federal grants to subsidize local law enforcement activities and lobbies for successful fundings;
- Conducts safety and security inspections and investigations, with authority to order immediate corrective action where standards are unacceptable;
- Supervises maintenance of financial accounts and administers grants and funding programs such as STOP DWI program, traffic safety, drug enforcement subsidies, etc.;
- Acts as department's internal affairs officer, property officer, safety officer, and in similar administrative capacities;
- Maintains liaison and represents the agency in contract with other law enforcement agencies, state departments, and the federal government;
- Organizes staff to cope with sudden problems, emergencies, or unusual occurrences;
- Keeps abreast of new developments in criminal justice administration in order that necessary changes and adaptations in operation methods may be promptly initiated and effectively executed;
- May participate in significant or specialized criminal investigations or task force operations as assigned by the Sheriff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of principles, practices, and standards governing the administration of local correctional facilities in New York State; thorough knowledge of modern principles, practices, and techniques of police work; good knowledge of the New York State Penal Law, Correction Law, and Regulations of the State Commission of Corrections; ability to plan and supervise the work of others; ability to effectively communicate written and oral directions; good judgement; good character; good physical condition.

PROMOTION QUALIFICATIONS: Candidates must be permanently employed in the competitive class of the classified service of the Cattaraugus County Sheriff's Department, in a law enforcement position which is designated as either that of a "police officer" pursuant to Criminal Procedure Law Section 1.20, 34. (b), or as that of a "peace officer" pursuant to Criminal Procedure Law Section 2.10, 25.; and, in addition, meet the following qualifications:

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

A.) Possession of a Master's Degree in criminal justice, corrections administration, public or business administration, or closely related field, or a law degree, from a regionally accredited or New York State registered college or university and two years of managerial, administrative, or supervisory experience in a position working within the criminal justice system;

OR

B.) Possession of a Baccalaureate Degree in criminal justice, corrections administration, pre-law, public or business administration from a regionally accredited or New York State registered college or university, and three years of managerial, administrative, or supervisory experience in a position working within the criminal justice system;

OR

C.) Possession of an Associate's Degree in criminal justice, police science, corrections, or business from a regionally accredited or New York state registered college or university, and five years of managerial, administrative, or supervisory experience in a position working within the criminal justice system;

OR

D.) Seven years of managerial, administrative, or supervisory experience in a position working within the criminal justice system.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 7/17/90