



COLUMBIA COUNTY, OREGON

JOB TITLE: CHIEF DEPUTY

DATE: JANUARY 1, 2024

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC Exempt
DEPARTMENT:	Sheriff's Office	JOB CODE:	P0087
SUPERVISOR:	County Sheriff	SALARY RANGE:	E07
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Responsible for professional performance and administration of the Columbia County Sheriff's Office. Responsible for planning, organizing and directing the activities of the Sheriff's Office. Conduct law enforcement and crime prevention and investigation activities relating to criminal law enforcement in the county.

Fairly enforce all laws, regulations, ordinances, and standards to ensure compliance and to protect the public's health and safety. Plan, organize, and direct all departmental activities, including those with other governmental agencies and private organizations. Work directly with a wide range of community groups, public and private sector officials, county employees, individual citizens, and as part of the county's management team.

Promote excellence, dependable performance, responsible customer service, pride, initiative, commitment, cooperation, safety, and a team approach throughout the department. Evaluate and define departmental programs and policies along with the development of budget proposals in accordance with the vision of the county as articulated by the County Sheriff and the Board of County Commissioners. Supervise a staff of professional, technical, and office support and hold them accountable for results.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Assist the Sheriff in planning and directing operations of the Enforcement and Corrections Divisions. Review programs and recommend program changes.

Work closely with the Jail Commander to ensure smooth interactions with the Jail Division. Coordinate functions among appropriate divisional Command Staff to ensure the effective operation of the Sheriff's Office. Act as Jail Commander as needed.

Oversee and participate in the office procurement program, including establishing needs, and locating the best quality and price.

Review staff work for adherence to county and departmental policies, procedures, and objectives, and federal and state rules and regulations.

Manage directly or through delegation the Search and Rescue (SAR), reserve, and volunteer programs at the Columbia County Sheriff's Office.

Develop and coordinate the training program for department employees.

Perform all functions of an Enforcement Deputy when needed or appropriate.

Assist the Sheriff in diagnosing organizational needs, designing approaches, and facilitating interventions to optimize departmental communication, cooperation, teamwork, participation, and results.



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Assist the Sheriff in ensuring that the Sheriff's Office plans and goals are effectively communicated throughout the department so that individual work plans maintain progress toward the Sheriff's Office goals.

Establish effective working relationships with contacts in county departments, community members, and the general public and assist them in understanding and interpreting enforcement issues. Respond to and be a liaison for resolving questions, concerns, and complaints regarding the Sheriff's Office activities.

Represent the Sheriff on various official boards, committees, and associations as assigned. When appropriate, assume all responsibilities of the Sheriff during the Sheriff's absence.

Gather and prepare various statistical and research reports to be used in the evaluation of departmental efficiency. Plan, develop, and implement programs and activities.

Supervise staff, including assigning and reviewing work, evaluating performance and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Formulate and present departmental budget for review by the Sheriff and the Board of County Commissioners. Monitor and manage fiscal operations of the department to remain within budgetary constraints. Research and pursue available funding options at the federal, state, and local level.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Directly supervise departmental employees.

- Ensure department plans and goals are effectively communicated throughout the department so that individual work plans maintain progress toward department goals.
- Fulfill role as appointing authority for department to ensure the hire of qualified candidates.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.
- Diagnose organizational needs, designing approaches, and facilitating interventions to optimize departmental communication, cooperation, teamwork, participation, and results.
- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Sheriff and the Human Resources Department.

SUPERVISION RECEIVED: Work is performed with considerable independence and is reviewed by the Sheriff through conferences, reports, and performance evaluations determining the effectiveness of programs in accomplishing departmental goals and objectives.



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QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree in business, public administration, law enforcement, or related field. Five years' of increasingly responsible experience in law enforcement. Two years' experience in a supervisory capacity. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Possession of or ability to obtain within two years of hire dual certification and the management certificate from DPSST. Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of either an Intermediate Police Officer or Corrections Officer Certificate from the Department of Public Safety Standards and Training (DPSST). Preference is given for Police Certification. Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Extensive knowledge of administrative and supervision concepts, practices, and principles. Considerable knowledge of state and county enforcement laws, methods, and procedures. Knowledge of the principles and techniques of modern law enforcement and correctional facilities. Extensive knowledge of management principles and practices of human and financial resource management.

Skill in law enforcement software programs and Microsoft Office products. Skill to properly utilize equipment and techniques including firearms and restraining devices.

Ability to:

- Plan, implement and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgement and not be afraid to take reasonable risks. Prepare accurate and complete reports.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.



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- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Comprehend and interpret laws, rules, and regulations, court rulings, and other pertinent information and apply it to department policies and procedures.
- Efficiently and effectively operate equipment used in the performance of duties assigned.
- Operate equipment under adverse conditions.
- Act effectively in emergency situations.
- Effectively control suspects in all situations, including the ability to physically restrain unruly offenders.
- Work with Canine Officers and their Handlers.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background and drug screen. Must be 21 years of age and be a citizen of the United States.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical demands for the position involve the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds. Often demands restraining, dragging and/or carrying suspects weighing between 100 to 250 pounds. Most work assignments require long periods of sitting, standing, walking, and physically restraining angry and hostile adults. Requires fast physical reaction appropriate to the circumstances under stressful conditions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment on occasion. Requires working in a 24-hour, 7-day per week shift rotation. This includes working day, swing, and night shifts, weekends, holidays, and overtime as required. Daily contact with suspects and victims and interaction to diffuse aggression. May receive physical injuries when confronting suspects and/or victims and may possibly be exposed to hazards and risks which accompany exposure to adults-in-custody and/or victims. Tasks are performed in a variety of settings, including office and outdoor environments (with exposure to various types of weather conditions and terrain). The environment can be highly stressful and hazardous.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.



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***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***