

## DIRECTOR, SHERIFFS' STANDARDS

This is supervisory and administrative work in directing the statewide programs of the Sheriffs' Standards Section in the Training and Standards Division of the North Carolina Department of Justice. The employee directs the regulation of employment and training of deputy sheriffs and detention officers in local Sheriffs Departments, and all telecommunicators in North Carolina. The section oversees the North Carolina Sheriffs' Education and Training Standards Commission mandated courses, the regulation of instructors and schools, maintenance of active and inactive certification and training files, administration of the Professional Certificate and Awards Program, the investigation of potential rule violations, and the development and implementation of the administrative rules governing the area. Employee supervises staff in performing a variety of certification, compliance, training and investigative work, and develops the policies, rules, procedures and guidelines concerning work. Programs define and monitor compliance with entry-level employment standards, minimum training requirements, certification standards, and basic recruit training. Work involves research of new initiatives and providing technical assistance to many agencies in the criminal justice system. The section staffs the quarterly Commission meetings, committee meetings, and represents the Commission's interests in other venues. The Director also administers all Commission advisory programs. Work is performed independently under the general guidelines established by the Sheriffs' Education and Training Standards Commission and employee functions under the administrative supervision of the Special Deputy for Training and Standards. Work is reviewed in terms of objectives met and overall effectiveness of the programs.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee establishes long-range goals and plans to meet Commission mandated and advisory objectives, including the draft of administrative rules. Establishes, implements and monitors short-range goals, plans and priorities to meet daily work needs and research projects. Employee makes adjustments to work to meet frequently changing needs and increases in workload.

Organizing and Directing - Employee organizes and directs all activities within the program, generally through a lower-level supervisor. Employee organizes work and work assignments, serves as technical advisor to the staff, monitors work and projects. Due to the varying areas of responsibilities, employee makes changes to staff assignments as needed.

Budgeting - Employee prepares budget recommendations for supplies, equipment, resources, travel and personnel based on current expenditures and projected needs for the coming year. Employee monitors and manages the budget. Budget issues are discussed with the Special Deputy, Training and Standards.

Training - Employee directs the employment standards, minimum training requirements, certification standards, and basic recruit training for deputies, detention officers, and telecommunicators across the state; this includes the development and implementation of the training courses in each of these areas. Employee directs and monitors the training and development of staff. Employee identifies sources of outside training and ensures that on-the-job training and guidance are provided for employees.

Setting Work Standards - Employee develops policies, rules, procedures and guidelines concerning methods of compliance with programs. Employee is responsible for developing and establishing office policies and procedures to carry out the directives of the Commission, and for developing strategies for implementation of programs. Employee writes all administrative rules that are adopted by the Commission, which become part of the Sheriffs' Administrative Code. Standards governing conduct of investigations, quality of written documents, and handling of evidence are maintained by professional review and consultation with staff. Employee establishes internal methods for monitoring the progress of work and communications with clients.

Reviewing Work - Employee monitors work of staff through reports, informal feedback, and consultation on assignments. Employee stays abreast of all projects and investigations through consultation with staff. Employee receives feedback from professionals in the field.

Counseling and Disciplining - Employee counsels staff concerning problems and needs. Employee solves problems as they arise based on existing policies and procedures. Significant problems and difficult situations are discussed with the Special Deputy, Training and Standards for a collaborative decision.

Performing Other Personnel Functions - Employee recommends staffing requirements, coordinates recruitment and selection of staff, conducts performance evaluations, recommends performance increases and promotions, and administers other personnel regulations. Recommendations would generally be accepted by the Special Deputy, Training and Standards.

## II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is impacted by a high volume of work with frequent changes in policies, rules and programs. Employee must monitor the technical areas supervised, including the development and implementation of new certification and training standards and criminal investigations in financial activities.

Variety of Work Supervised - Employee supervises a unit of administrative, training, certification, investigative, field representatives, and office support staff.

Number of Employees Directed – Employee is responsible for 10-15 positions.

III. EXTENT OF SUPERVISION RECEIVED: Employee carries out all duties independently. As required, the employee meets with the Special Deputy, Training and Standards and the Commission on sensitive or legally complex issues.

IV. SPECIAL ADDITIONAL CONSIDERATION: There are no geographical limits on investigations. Field and training personnel provide services throughout the state of North Carolina.

## V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Thorough knowledge of the Commissions' general statutes and administrative code and function and organization of Sheriffs' offices. Considerable knowledge of duties of Sheriffs' personnel and law enforcement agencies. Considerable knowledge of curriculum development and training methodology. Considerable knowledge of administrative rules review procedures. Considerable knowledge of the legal principles and techniques of conducting a criminal investigation. Considerable knowledge of the training necessary to prepare sheriffs' personnel for service. Ability to organize, plan, coordinate and evaluate programs and work. Ability to communicate effectively with others, utilizing oral and written communication skills. Ability to supervise a staff of subordinates. Ability to analyze significant issues and to develop plans to resolve. Ability to establish program procedures and organization.

Minimum Training and Experience Requirements - Graduation from a four-year college or university, preferably with a degree in criminal justice, business or public administration or closely related field, with six years of progressive experience in the field of criminal justice including two years of supervisory experience; or an equivalent combination of training and experience.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.