



PROPOSED

Sheriff's Business Services Officer

JOB SUMMARY:

Under administrative direction, performs a wide variety of duties within the Sheriff's Office, which involve oversight and responsibility for fiscal and administrative functions, and the Professional Standards Bureau; directs, coordinates, and monitors the work of assigned staff; and performs a variety of professional, administrative, and programmatic work in support of assigned programs.

DISTINGUISHING CHARACTERISTICS:

This is an at-will, single incumbent, non-sworn management position serving as a key member of the Sheriff's Office management team providing essential input related to the department's policy decisions and strategic planning. This position is responsible for administering and managing a broad variety of fiscal, administrative, and personnel-related activities in the Sheriff's Office, including, but not limited to: fiscal administration, budget preparation and monitoring, and financial analysis; personnel administration related to hiring and retaining staff, including oversight of pre-employment and background requirements; training and development programs within the Sheriff's Office, and ensuring compliance with Peace Officer Standards of Training (POST) and Standards of Training for Corrections (STC).

SUPERVISION EXERCISED:

Exercises direct supervision over professional, technical, supervisory, and support staff.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to the following:

- Manages and supervises the work of staff engaged in various fiscal support operations of the department including budgeting, financial reporting, contracting, and accounting/payroll.
- Directs the development and ongoing administration of the department's annual operating budget; compiles complex budgetary data, performs fiscal analyses, estimates and projects expenses and revenues, and directs the preparation of detailed departmental and division budgetary recommendations; provides ongoing budgetary monitoring and maintenance to ensure cost efficiency and effectiveness.
- Confers with the Sheriff, Undersheriff, and other management staff on matters pertaining to departmental fiscal policies, procedures, services, systems, finances, budget issues, and related matters.
- Reviews and analyzes legislation; develops and implements fiscal procedures based on cost benefit analysis; oversees development, implementation, and audit of fiscal policies and procedures of specific funds, grants, trust, and checking accounts.
- Confers with and advises various administrative, management, and supervisory staff regarding policies, procedures, fiscal, and other business matters; assists management in formulating and implementing fiscal procedures or changes to improve the overall operation of the fiscal division.
- Conducts feasibility studies; recommends administrative and operational changes to address changing fiscal needs; researches, negotiates, and monitors contracts and vendor agreements with outside suppliers, services providers, leasing agents, and others.
- Responsible for the financial, contractual, and acquisition activities of the department; ensures all legal, code, policy, and accounting standards are in compliance with respective guidelines, regulations, and laws.
- Directs and oversees the hiring processes of Patrol Deputies, Corrections Deputies, Dispatchers, and civilian personnel, including POST background investigations, and maintains background and personnel files according to State Penal Code and Government Code requirements.
- Ensures compliance with the California POST Legislated Mandated Training requirements of all personnel, including development and coordination of an annual training plan, developing course content and curriculum, obtaining POST accreditation for course presentations, and scheduling off-site training to meet various legislative requirements for Peace Officers.
- Directs and oversees the maintenance of personnel and training records to ensure the Sheriff's Office is compliant with State Penal Code and Government Code Requirements.
- Oversees the tracking and coordination of all Internal Affairs Investigations, and acts as the Custodian of Records related to Sheriff's Office personnel. May appear in Court for Civil and Criminal Motions and Public Records Requests.
- Oversees and directs the ordering, inventory, and maintenance of all equipment and supplies necessary for Deputies, including protective bullet-proof vests, firearms, and other related items.
- Provides creative leadership in order to develop a problem-solving and proactive staff team that works toward a common vision, mission, and plan.

- Identifies staff issues and concerns, develops solutions with the management team and staff when appropriate, and implements them in a timely fashion.
- Works with all staff in a cooperative manner, accepts basic workplace democracy, and encourages and utilizes staff input.
- Inspires and encourages staff by setting an excellent service example; maintains regular and active communication lines with the management team and staff; demonstrates excellent organizational skills; and is able to delegate and balance day-to-day operations.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- General office equipment
- Computer and related equipment

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

A bachelor's degree from an accredited college or university in finance, accounting, public administration, or a closely related field; AND, five (5) years of responsible, wide-ranging experience providing financial management and administrative support services, including staff supervision and budget development, preferably in a law enforcement agency; OR, an equivalent combination of directly related, progressively responsible education, training, and experience performing duties such as those listed above that provide the required knowledge, skills, and abilities to perform the essential functions of the job.

Substitution:

Two (2) years of directly related management-level experience may be substituted for up to two (2) years of the education requirement.

A master's degree in finance, accounting, or public administration, or a closely related field, may be substituted for up to two (2) years of the required experience.

Licenses and Certifications:

Valid Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge Of:

- Administrative and management principles and practices, including personnel administration, budget control, goal setting, and implementation.
- Principles and practices of effective supervision and training.
- Governmental financial operations and generally accepted accounting and budgeting principles as applied to governmental accounting and criminal justice agencies.
- Personnel policies and collective bargaining agreement provisions applicable to assigned staff.
- Pertinent financial federal, state, and local laws, codes, and regulations.
- Methods and techniques of research, statistical analysis, and report presentation.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Principles of organizational development.
- Principles and practices of grant administration.
- Techniques for new idea development, growth management, and innovation.
- Financial software packages, including spreadsheets and databases, and other computer applications and hardware related to the performance of the essential functions of the job.

Skill In:

- Evaluating, developing, implementing, and interpreting goals, objectives, policies, procedures, work standards and internal controls that support the Sheriff's Office mission, vision and values.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Planning, assigning, and directing the work of the staff to operate effectively in meeting goals; selecting, training, motivating, and evaluating assigned staff.
- Applying principles of leadership, motivation, team building, and conflict resolution.
- Preparing and administering the budgeting and fiscal control process.

- Exercising tact, discretion, and sound independent judgment within established policy guidelines and legal constraints.
- Researching, compiling, interpreting, and summarizing a variety of informational and statistical data and materials.
- Advanced/refined communication and interpersonal skills to provide effective leadership and to establish and maintain effective working relationships with co-workers, management, boards and commissions, outside agencies, and the general public, and to sufficiently exchange or convey information.

Mental and Physical Abilities:

- Exercise and independently apply sound, unbiased judgment.
- Evaluate and analyze complex issues accurately and take effective action.
- Take initiative in carrying out direction and in formulating creative solutions to problems.
- Gain cooperation through discussion and persuasion.
- Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.
- Represent the Sheriff's Office effectively in meetings, including making effective presentations and facilitating groups.
- Respond to stressful and sensitive situations in a professional and confidential manner.
- Prepare clear, concise, and comprehensive reports, correspondence, and recommendations.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Delegate authority to staff.
- Communicate effectively, both verbally and in writing.
- Collect, interpret, and evaluate data; identify and evaluate variables and make logical recommendations.
- Formulate policies and plan, coordinate, and initiate actions necessary to implement decisions.
- Accurately apply mathematical concepts such as fractions, percentages, ratios, and proportions.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 10 pounds. Incumbent may occasionally be required to move or lift objects weighing up to 25 pounds.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.
- Incumbent may be required to work weekends, special events, on-call, or outside of normal work schedule.
- Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: SHERIFF'S BUSINESS SERVICES OFFICER

CLASS CODE: 0215

DEPARTMENT: SHERIFF-CORONER

REPORTS TO: SHERIFF-CORONER AND/OR UNDERSHERIFF

FLSA STATUS: EXEMPT

CIVIL SERVICE: EXEMPT – AT-WILL

BARGAINING UNIT: UNREPRESENTED

ADOPTED: **TBD**