**Class Summary**

The responsibilities of this classification include acting in the absence of the Sheriff and assisting in planning, organizing, directing and coordinating the staff, functions and activities of the Sheriff’s Office. This is an appointed position.

**Distinguishing Characteristics**

This is a single level, single incumbent position. Under the direction of the Sheriff, the Undersheriff provides leadership and direction over the day to day operations of the department through the supervision of Division Chiefs. The incumbent provides supervisory direction and support to assigned personnel; ensures compliance with Federal, State and local laws; evaluates effectiveness of assigned programs; establishes and maintains communication and working relationships with internal and external customers; develops long-range plans including personnel and equipment needs; and develops and manages the budget.

**Examples of Duties**

1. Supervise and provide support to assigned personnel, including technical assistance and direction. Ensure assigned personnel have the resources needed. Monitor subordinate conformity with agency policy and procedures and overall work performance and work quality.
2. Act in the place of the Sheriff when the Sheriff is unavailable.
3. Guide, motivate, and evaluate the work performance of subordinate personnel. Meet with assigned personnel to solve problems; conduct formal and informal counseling sessions to correct work deficiencies and develop work skills. Review and act on personnel/disciplinary recommendations from subordinate supervisors and managers. Review job performance evaluations completed by subordinate supervisors.
4. Complete the documentation necessary to support personnel actions including commendations or disciplinary actions.
5. Analyze human resource needs and formulate plans to address needs.
6. Evaluate the effectiveness of assigned programs, adjusting as necessary to ensure attainment of goals. Evaluate program or agency performance, overall quality control and adherence to legal and policy requirements.
7. Review, interpret, evaluate and explain orders, policies, practices, procedures, records, reports and recommendations and other operational information.
8. Manage or conduct complex investigations; evaluate evidence and review written reports concerning witnesses, suspects, and citizen and employee complaints.
9. Conduct studies, such as crime, trend, traffic pattern, and program analysis. Make decisions regarding data collection or problem analysis methodology.
10. Prepare detailed analytical, statistical and narrative reports.
11. Establish and maintain effective channels of communication and working relationships with employees, citizens, business people, and public leaders. Serve as a liaison to other law enforcement agencies; provide leadership to committees.
12. Work with other agencies on the provision of police services, major policing problems, investigations and emergencies.
13. Make formal presentations to various civic groups, contract agency governing bodies, and law enforcement groups regarding KCSO / agency activities, policies and programs. Provide information to the news media.
14. Develop long-range plans, including budgetary, personnel and equipment needs. Develop and manage complete budget for assigned responsibility; develop revenue forecasts, analyze budget requests, present and defend budget; allocate and commit agency resources. Plan, coordinate and direct the implementation of grants, specialized studies, projects, and programs.
15. Respond as a field supervisor to major emergency problems to provide management of the situation and assistance to Sergeants and Officers. Direct personnel, coordinate and/or respond to emergency situations such as natural disasters, public demonstrations, strikes, riots, traffic problems, and other incidents in order to provide leadership. Plan KCSO response to high-risk events, identified problems, crime patterns, and community events.
16. Perform the essential work functions of a peace officer.
17. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of policies and procedures regarding operations and response to critical incidents; local, regional, state, federal agencies and related resources available or must be contacted in specific emergencies or administrative circumstances

Knowledge of management, human resources and labor relations principles and practices including administering collective bargaining agreements

Knowledge of state and federal criminal law, Incident Command System (ICS) and National Incident Management System (NIMS)

Knowledge of succession planning and fiscal management principles and techniques

Knowledge of essential job functions of all sworn and non-sworn personnel managed by the Undersheriff

Budgeting and fiscal management skills

Conflict resolution, facilitation and mediation skills

Communications skills

Critical thinking, analytical, forecasting, and statistical analysis skills

Skill in managing, overseeing, supervising, and evaluating staff including recognizing performance problems, formulating effective corrective measures and providing constructive feedback

Skill in composing clear, concise and comprehensive procedural directives and plans, correspondence, narrative reports, and new polices and procedures

Skill in conducting meetings and controlling interviews including the skill in directing or ordering individuals or groups (i.e., from individual suspects to crowds) in relation to law enforcement duties

Skill in working effectively in a politically sensitive environment

Skill in implementing, evaluating, and modifying tactical plans during an emergency incident

Skill in strategic planning, prioritizing, organizing, time and project management

Skill in effectively managing a large or complex program

Skill in developing and proposing recommendations, and making decisions using appropriate judgment under routine and emergency conditions

Skill in using current office software programs including word processing, spreadsheet, database and email programs

Skill in handling multiple competing priorities

Skill in working with a variety of individuals from diverse backgrounds and the ability to persuade others to a particular point of view

Skill in researching and evaluating information and situations

Skill in establishing work priorities and scheduling tasks, events, personnel and resources for specific situations, problems and projects

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

This is a Civil Service classification. US citizenship and the ability to read and write the English language are required by RCW 41.14.100

Graduation from the Washington State Basic Law Enforcement Training Academy

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) | |
| **Service Status** | Appointed | |
| **EEO Code** | 1 | |
| **Levels within same series** | None | |
| **Class History** | Created  Updated 12/2010: Title changed from Undersheriff  Updated 4/2020: Title changed to Undersheriff | |
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