

Code: 7732

Title: BUREAU CHIEF

SUMMARY: Manages a bureau within the Sheriff's Department involving responsibility for multiple programs and activities; and performs related work as required. This classification is responsible for the administration and overall operation of a bureau of the Sheriff's Department and is distinguished from Captain, which is responsible for the administration of a division. It is distinguished from the Chief Deputy Sheriff, which assists the Sheriff in the Administration and overall operation of the Sheriff's Department. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Performs administrative and managerial work in the direction of one of the following functional areas: operations bureau, administrative bureau, Corrections Bureau;

Plans, organizes, administers and directs numerous law enforcement and related administrative functions;

Supervises, develops and evaluates Law Enforcement Officers and support staff;

Analyzes and evaluates existing operations and procedures and directs the implementation of new policies to ensure efficiency, economy and overall program effectiveness;

Reviews the work of Command Officers and Corrections Officers for technical accuracy, merit, judgment and adherence to law and departmental policies;

Enforces orders, rules and laws;

Insures discipline is maintained and establishes policies and procedures to facilitate the achievement of division and department goals;

Coordinates the preparation and administration of the bureau budget;

Directs the planning and implementation of new, innovative programs;

Resolves public questions and concerns relating to law enforcement activities;

Prepares reports;

Performs in an operational capacity as a field force commander either on a rotational basis or as a primary duty;

Assumes command of the Department when necessary;

Performs as incident commander or in one of several subsidiary roles during incident command situations.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge:

- law enforcement administration, organization and operation;
- standard rules and regulations utilized within a recognized law enforcement agency;
- operating procedures of law enforcement agencies and limitations upon departmental authority;
- preservation of evidence and the laws regulating its admission into court;
- methods and techniques of interrogation.
- principles and practices of leadership, effective management and employee development;
- local, state and federal laws, regulations and ordinances;
- fiscal and planning principles;
- social sciences as they relate to public service and law enforcement.
- principles, practices and techniques of the incident command system.

Skills:

- planning, organizing and directing major law enforcement programs and functions;
- analyzing and recommending solutions for complex law enforcement and administrative situations.
- supervising and evaluating a major staff of law enforcement and administrative personnel;
- applying modern law enforcement principles and practices in management situations:
- managing situations firmly, courteously, tactfully and impartially;
- communicating effectively, both orally and in writing;
- establishing and maintaining effective working relationships with the public, department members and others;
- reacting quickly and calmly in emergencies.

Ability:

- react to physical confrontations and emergency situations quickly and effectively;
- stand and sit for long periods of time;
- bend, reach, kneel and crouch;
- climb up and down stairs with speed and agility;
- perform tasks requiring dexterity and agility after running moderate distances;
- see and recall visual details;
- hear and understand speech and radio transmissions;
- lift and carry up to 75 pounds;
- perform multiple physical tasks simultaneously;
- drive an automobile;
- speak clearly.

DESIRED QUALIFICATIONS:

Must be a non-probationary Captain with the Pima County Sheriff's Department.

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D driver license at the time of application or appointment.

Special Notices: The special requirements of the Deputy Sheriff classification must be fulfilled at the time of appointment to this classification.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.