

LINN COUNTY CLASSIFICATION

TITLE: CAPTAIN – SUPPORT SERVICES
NUMBER: 694
PAY RANGE: 22 (SO)
CATEGORY: MANAGEMENT/EXEMPT (SO)
2005

APPROVAL ORDER
NUMBER: 2005-337
DATE: June 28,

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs highly responsible supervisory and administrative work in the management of the Support Services Division, including planning, organizing, staffing, directing and training.

SUPERVISION RECEIVED: Works under the direction of the Sheriff and Undersheriff who define responsibilities and policies. Work is reviewed for adherence to proper procedures and for effectiveness. Independent judgement is exercised with respect to methods and procedures.

SUPERVISION EXERCISED: Exercises supervision over the Support Services Division. Has the authority to formulate and carry out management decisions and represents management interests by taking or effectively recommending discretionary actions that control or implement office policy. Employee in this classification has discretion in the performance of these management responsibilities beyond the routine discharge of duties. May act as the office mediator between bargaining units and management to reconcile labor disputes. Assigns work, provides advice and counsel, interprets policies, and regularly evaluates work.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan, direct and assign work to personnel assigned to the Support Services Division. This includes personnel in communications, records, training office, community service, emergency management, purchasing and other offices identified as part of the Support Services Division.
2. Make budget recommendation for the Support Services Division; supervise the preparation and maintenance of complex and detailed records and reports for the division.
3. Participate in the selection of personnel; participate in investigations of alleged misconduct of assigned personnel and resolve problems or recommend solutions; direct staff scheduling; prepare and review employee performance reports; recommend disciplinary sanctions as necessary.
4. Coordinate with the Training Officers to provide an ongoing training program for Sheriff's Office personnel. This includes records maintenance, resources management, coordinating with Department of Public Safety Standards and Training (DPSST) and other relevant training.

5. Manage the telecommunications network. Responsible for technical work associated with maintenance of radio/telecommunications systems, including purchase and repair of radio/electronic equipment.
6. Review the purchase of supplies and equipment for the Sheriff's Office.
7. Assist in preparation and documentation of complete Sheriff's Office budget. Supervise and insure accurate record keeping for spending of budgeted resources for the Sheriff's Office.
8. Is responsible for the Linn County Emergency Management Program acting under the direction of the Sheriff and Undersheriff. Coordinate work of emergency management personnel.
9. Develop and recommend an annual 9-1-1 Primary Safety Answering Point (PSAP) Operating Budget to the Service Provider Committee and manage the operation of the PSAP in conformance with the adopted budget.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for the position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of procedures and policies used in the communication dispatching process, including radio, computer and telephone systems; police records systems, including computer systems. Considerable knowledge of the principles of supervision, human relations, organization and administration as they would apply to law enforcement programs. Considerable knowledge of budget preparation principles.

Ability to function in stressful situations; ability to speak clearly and succinctly; and the ability to develop overall policies for division operations.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. Six years of progressively responsible experience in public administration or law enforcement environment, including at least 3 years of supervisory experience. Graduation from a two year college with an Associates Degree in business or public administration. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

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NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21

years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination.

Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Due to the sensitive nature of information handled by the Division, the Director must meet minimum standards for employment as a law enforcement officer as published by the Oregon Department of Public Safety Standards and Training. Must possess and maintain a valid First Aid and CPR card.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed in an office and is essentially sedentary in nature. The work requirements include the ability to see, talk and hear, sit, stand and walk; use hands to finger, handle or operate objects or controls; drive a motor vehicle, reach with hands and arms and lift or move thirty (30) pounds.