



BUREAU CHIEF

Department: Sheriff
Job Class: 274300
Pay Range: Executive 12

FLSA: Exempt
Represented: No
Civil Service Status: Non-Classified

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is highly responsible administration and management of a Bureau within the Pierce County Sheriff's Department. The position is appointed by and reports directly to the Undersheriff. Employees of this classification are responsible for the essential duties of planning, administering, coordinating and supervising the activities of an assigned Bureau and personnel within the Sheriff's Department. Bureau assignments may be Administrative Services, Corrections, Criminal Investigations, Patrol or other assignments that may be developed; assignments can rotate.

ESSENTIAL FUNCTIONS:

- Administer, supervise, plan, coordinate and manage all activities of an assigned Bureau within the Sheriff's Department.
- Serve in the capacity of Acting Sheriff or Command Duty Officer, with responsibility for overall Departmental operations and decisions.
- Responsible for long-term planning for multiple related and non-related functions and operations within the Bureau in accordance with departmental goals and objectives; monitor, evaluate and make corrections.
- Develop Bureau goals and objectives; implement effective measures to meet established goals and objectives.
- Accountable for the development, appropriate administration and monitoring of budgets within assigned Bureau.
- Monitor and assess Bureau-wide operations; implement effective measures for efficient and effective operations, assuring department-wide synchronization.
- Directly supervise, or be responsible for the direct supervision of, personnel at all levels of the organization, including commissioned, professional, technical and clerical staff, including hiring, discipline, training, and evaluation.
- Develop and/or make recommendations for department-wide policies and procedures; assure consistent and accurate implementation and application.
- Frequently represent the Sheriff on matters being presented before the County Council, other County Departments public service agencies, community groups and/or the general public.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- May represent the County in labor negotiations as part of the management team.
- Safely drive a vehicle in emergency situations; accurately discharge a firearm (either hand), and/or operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and other employees.

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ESSENTIAL FUNCTIONS: (continued)

- Assist in emergency situations; maintain physical ability to affect a forcible arrest or deal with physical confrontational or combative situations.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Work a flexible schedule, which may include evening, weekends, holidays and overtime.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Perform all Primary and Essential Functions as required of the Deputy Sheriff Classification.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under administrative direction of the Undersheriff and is assigned in terms of broad general objectives within the resources available. An employee exercises considerable independent judgment and decision-making on technical and administrative matters, consulting with higher-level authority in matters involving policy direction or clarification. Work is reviewed for fulfillment of Bureau and departmental objectives, for conformance with governing laws and regulations, adherence to budget, and support and furtherance of Department mission, vision and goals. A Bureau Chief is responsible for direct and indirect supervision of personnel.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The position of Bureau Chief works primarily in an office environment. Frequent travel to and from work sites in the geographic region is required. A regular Monday through Friday business day is the routine work schedule, however, a Bureau Chief is required to perform work outside of regular work hours on a regular basis.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. This position has a wide range of physical requirements of varying degrees based on multiple differing work circumstances. Physical requirements vary greatly due to the nature of the position, and include but are not limited to: walking, standing, sitting, digital dexterity, talking, hearing including the ability to discriminate electronic, mechanical and human sounds, and seeing including ability to clearly distinguish and identify colors. There is potential exposure to physically confrontational and combative situations, personal danger and bio-hazardous materials. A Bureau Chief may assist in any emergency situation.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Modern law enforcement management and public administration methods and procedures.
- Current human resource management and supervision principles and practices
- Rules and regulations of the Sheriff's department
- Controlling laws and ordinances
- Community Policing principles and practices

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KNOWLEDGE, SKILLS, AND ABILITIES (continued)

Knowledge: (continued)

- Different and unrelated processes that relate to well-established aspects of law enforcement administration.
- Principles of crime and accident investigation, of interrogation techniques and preservation of physical evidence
- Principles and techniques of crime prevention
- Principles and practices of criminal identification, of the behavior of criminals and causes underlying criminality
- Methods and procedures involved in budget development, justification and control
- Literature, developments and trends in the field of law enforcement

Skill in:

- Interpersonal communications
- Written and verbal communications and presentations
- Team building, leadership and motivation
- Using independent judgment and decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving
- Use of required equipment

Ability to:

- Represent the Sheriff's Department in the community and with political leaders in a manner that is consistent with Sheriff's Department policies, mission and values.
- Effectively plan and direct the implementation of policies, goals and objectives.
- Develop and implement administrative standards and procedures and evaluate their efficiency and effectiveness
- Plan, direct and evaluate the work of subordinates
- Communicate effectively both verbally and in writing, to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Analyze situations quickly and objectively and determine a proper course of action
- Make appropriate decisions in the assessment of unusual circumstances and exercise flexibility in selecting appropriate responses.
- Establish and maintain positive, effective working relationships
- Represent the Sheriff and the Department in a professional manner to the general public and the community
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Physically perform the essential functions of the classification.
- Meet the travel requirements and flexible work schedule of the position

MINIMUM REQUIREMENTS TO APPLY: As determined by the Pierce County Sheriff.

SPECIAL REQUIREMENTS: A valid Washington State driver's license is required.