

POSITION: Director, Law Enforcement
GRADE: 9LE
CODE:

FLSA: Exempt
DATE: 12/02

Job summary: This is an administrative/managerial, executive level position, serving at the pleasure of the Sheriff, with responsibility for administration and supervision of the law enforcement section. The duties require the frequent exercise of independent initiative and judgement in directing the law enforcement operation and making decisions affecting life and property. Director of Law Enforcement implements all decisions made by the Sheriff and is under the Sheriff's supervision. This position provides for and supervises the effective and impartial enforcement of the Maryland criminal laws, investigation of all crimes against the laws of the State of Maryland and all offenses against the ordinances of Cecil County.

Essential Functions:

1. Prepares, plans, schedules, special activities and coordinates such plans and activities with other appropriate agencies;
 2. Gives guidance and instructions to groups;
 3. Inspects, monitors and controls activities in assigned area of responsibility;
 4. Represents the Sheriff at meetings and conferences, and assures the proper execution of the Sheriff's orders;
 5. Prepares and administers the department's budget;
 6. Has overall control of Field Operations and all administrative functions;
 7. Perform other duties as and assigned.
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Required Knowledge, Skills, and Abilities:

1. Thorough knowledge of the elements of supervision; report writing; court procedures; handling of firearms and restraining devices;
2. Thorough knowledge of planning, directing, and supervising groups and operations, budgeting, crowd control; those portions of the Annotated Code of Maryland and County ordinances which require enforcement by the Sheriff; communications devices used by the Sheriff's Department;
3. Working knowledge of the geography of the County;
4. Skilled in the preparation of plans, reports and graphic presentations; in public speaking; supervision; and handling of grievances;
5. Ability to express thoughts clearly and concisely in both the written and oral form;
6. To handle individuals in various types of circumstances;
7. To be of proportionate weight and height, of excellent moral character, and to be able to pass a departmental physical and mental stability examination;
8. To act politely and diplomatically in contact with the public;
9. To analyze situations quickly, unemotionally, and objectively;
10. To determine proper course of action;
11. To cope with situations formally, courteously, tactfully, and with respect for the rights of others;
12. To react quickly and calmly under emergency conditions;
13. Ability to type;
14. Must have good listening ability.

Education and Experience:

1. 10 years of progressively responsible experience in the field of law enforcement;
2. 5 years of experience in a police command capacity;
3. Possess an AA Degree or at least (60) college credits;
4. Complete advanced training courses in police administration and supervision;
5. Have a knowledgeable background in operating an grant budget preparation and execution;
6. Valid driver's license;
7. Certificate of completion of the Minimum Standards Course, and the Supervisory Course of the Maryland State Police Training Commission upon appointment and Administrative Course within six months after appointment.

Physical and Environmental Conditions: Work requires occasional strenuous effort. For example, handling of moderately heavy boxes, moderately heavy tools, equipment, or materials, or walking/climbing or sitting/standing in a fixed position for extended periods of time.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., aggressive human behavior, extreme outdoor weather conditions, or similar situations where conditions cannot be controlled.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.