

TITLE: Deputy Marshal - Lieutenant

MAR/2

DEPARTMENT: Marshal's Office, Fayette County

JOB SUMMARY: This position is responsible for supervising the day-to-day operations of the department.

MAJOR DUTIES:

- o Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- o Plans, schedules, and assigns work assignments; monitors assignments for compliance with departmental policies and goals.
- o Assists the Chief Marshal with management of the Substance Abuse Testing Program; conducts alcohol testing of employees and prospective employees; trains and certifies personnel as Breath Alcohol Technicians; compiles monthly reports; maintains computer records; ensures that equipment is maintained and in compliance with DOT regulations.
- o Assists the Chief Marshal in the development of policy, procedures, and regulations.
- o Assists the Chief Marshal in the preparation of the departmental operating budget.
- o Researches and acquires departmental supplies and equipment in accordance with departmental and county policies.
- o Answers Open Records Requests; provides information as defined by law; prepares written response to requests.
- o Maintains the department's record management program; updates databases.
- o Schedules and removes deposits from the Lake Horton parking permit machine; obtains reports from the machine to document the deposit; ensures maintenance of machine for effective operation.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of departmental and county policies and procedures.
- o Knowledge of state and local laws.
- o Knowledge of substance abuse policy and DOT regulations.

- o Knowledge of generally accepted accounting principles.
- o Knowledge of county fiscal and budgetary procedures.
- o Knowledge of management and supervisory principles and practices.
- o Knowledge of county geography, streets, roads, and buildings.
- o Skill in planning, directing, and supervising the work of subordinate personnel.
- o Skill in the operation of breath alcohol devices.

**SUPERVISORY CONTROLS:** The Chief Marshal assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include departmental and county policies and procedures and state and local laws and ordinances. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied supervisory, administrative, and law enforcement duties. The volume and variety of work to be performed contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to direct the day-to-day activities of the department. Success in this position contributes to the efficiency of department operations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, civic leaders, elected and appointed officials, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.

**WORK ENVIRONMENT:** The work is typically performed in an office and outdoors. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, vests, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Deputy Marshal – Sergeant (1), Deputy Marshal- Investigator (1), Deputy Marshal – Training (1), and Deputy Marshal (6), and Administrative Assistant (1).

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.