

TITLE: Major – Director of Technical Services

SO-Jail/1

DEPARTMENT: Sheriff's Office - Jail, Fayette County

JOB SUMMARY: This position is responsible for directing the operations of the Jail-Technical Services Division.

MAJOR DUTIES:

- o Plans, directs, and supervises the Jail-Technical Services Division.
- o Supervises and coordinates the daily operations of the county jail.
- o Monitors the work of subordinates.
- o Supervises the development and administration of the annual budget; monitors expenditures within approved budget and ensures expenditures are within established procedures.
- o Conducts formal or informal investigations into employee misconduct.
- o Oversees inmate related matters including requests, grievances, and disciplinary actions.
- o Coordinates and supervises the efforts of contracted services.
- o Appears in court to provide testimony on criminal or civil matters and to observe and monitor employee testimony and practices.
- o Manages, supervises, approves, or disapproves reports, bonds, and written reports.
- o Meets or corresponds with other divisions.
- o Performs the duties of a Deputy Sheriff as necessary.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of federal, state, and local laws.
- o Knowledge of the criminal justice system.
- o Knowledge of management and supervisory principles and practices.
- o Knowledge of departmental rules and regulations.

- o Knowledge of law enforcement and criminal investigation methods, procedures, and techniques.
- o Knowledge of the methods and practices of the administration and management of a modern correctional facility.
- o Knowledge of county geography, streets, roads, and buildings.
- o Knowledge of the procedures used in emergency communications.
- o Knowledge of personnel laws and county and department personnel procedures.
- o Knowledge of law enforcement training standards.
- o Knowledge of budgeting, financing, and accounting procedures.
- o Skill in the use of firearms.
- o Skill in preparing and monitoring operating budgets.
- o Skill in planning, directing, and supervising the work of subordinate personnel.
- o Ability to prepare clear and comprehensive reports.
- o Ability to obtain information through interviews, interrogations, and observation.
- o Ability to operate assigned departmental vehicles and equipment, including firearms.

SUPERVISORY CONTROLS: The Sheriff assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

GUIDELINES: Guidelines include state and federal laws related to the incarceration of inmates, labor laws and employment practices, Georgia Sheriff’s Association Jail standards, American Correctional Association Jail standards, department standard operating procedures, county policies, fire codes, and National Incident Management System rules and guidelines. These guidelines require judgment, selection, and interpretation in application. This position develops division guidelines.

COMPLEXITY: The work consists of varied management, supervisory, administrative, and law enforcement duties. Strict regulations, frequent interruptions, and potentially life threatening situations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to direct the activities of the Jail-Technical Services Division within the Sheriff’s Office. Success in this position contributes to the safe and security of the county jail.

PERSONAL CONTACTS: Contacts are typically with co-workers, inmates, vendors, 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, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over all division personnel.

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

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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 baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- 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.

EXEMPT/HIPAA