

INSPECTOR

FUNCTION OF THE JOB

To be responsible for the direction, coordination, and operation of the Sheriff's Department, under the administrative direction of the Sheriff, and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs and coordinates the operations of all divisions, and bureaus of the Department including the supervision of patrol, investigation, detention, court services, investigative and administrative functions.
2. Assumes the duties of the Sheriff in the absence of the Sheriff.
3. Represents the Sheriff before the County Board, its committees, commissions and all other government and private entities.
4. Resolves problems or concerns with authority to commit actions to be taken.
5. Directs internal investigations of departmental employees and other governmental agencies.
6. Coordinates law enforcement activities of the Sheriff such as mutual aid, multi-jurisdiction investigations and dignitary protection with local, state and federal agencies.
7. Directs the development and implementation of new programs and initiatives; monitors and measures the effectiveness of such programs.
8. Directs the establishment, enforcement and review of policies and procedures; evaluates and measures the effectiveness of departmental operations to comply with federal and state statutes.
9. Responsible for identifying training needs; coordinates, directs and implements training programs to meet such needs.
10. Directs the preparation and administration of the Department's budget and the authorization and implementation of approved expenditures.
11. Directs and coordinates the preparation and implementation of the Department's strategic plan including the operational policies, goals and objectives.
12. Represents the Sheriff in the collective bargaining process, enforces the collective bargaining agreement, coordinates labor relation conflicts and conducts step two (2) of the grievance procedure.
13. Directs the coordination and administration of contracts for law enforcement services with other county municipalities.
14. Directs the selection, supervision and evaluation of staff; handles personnel problems and authorizes corrective action.
15. Reviews the operations of the Department; recommends and implements methods for improvement.
16. Reviews and submits narrative, statistical and financial reports and records relating to costs, program objectives and Department operations.
17. Establishes and maintains effective working relationships with Department staff, the County Board and its committees, commissions, elected officials and County departments, other government and private agencies, the business community, civic groups and the general public.
18. Maintains a level of fitness to pass the Department's annual Physical Ability Test (PAT) which simulates important physical abilities necessary to perform the duties of the position (applicable to individuals hired on or after January 1, 2008).
19. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of federal, state and local statutes, laws, ordinances, codes, rules and regulations and the policies and procedures of Waukesha County and the Sheriff's Department.
2. Thorough knowledge of modern law enforcement principles, practices and methods used in the apprehension of criminals and the prevention and investigation of crime.
3. Thorough knowledge of the principles, practices and methods of police administration, management, and supervision, including budgeting, planning and program evaluation.
4. Comprehensive knowledge of occupational hazards and safe work practices.
5. Comprehensive knowledge of leadership principles, communication skills and group dynamics.
6. Comprehensive knowledge of communication modalities including social networking and media.
7. Comprehensive knowledge of collective bargaining, contract administration and labor relations.
8. Considerable knowledge of employment law including hiring, discipline and dismissal.
9. Ability to multi-task and exercise critical thinking attributes when evaluating situations, problem solving, and in making decisions under often stressful and urgent conditions.
10. Ability to recognize and evaluate complex management, organization and procedural problems, and recommend solutions.
11. Ability to develop, implement, direct and evaluate programs covering all areas of the Department.
12. Ability to plan, organize and effectively present ideas and concepts to superiors, committees and the County Board.
13. Ability to plan, organize and coordinate work in situations where numerous diverse demands are involved.
14. Ability to train, direct, review and evaluate the work of others.
15. Ability to establish and maintain effective working relationships with Department staff, the County Board and its committees, commissions, elected officials and County departments, other government and private agencies, the business community, civic groups and the general public.
16. Ability to develop, interpret and apply rules, regulations, laws, policies and directives.
17. Ability to communicate effectively both orally and in writing.
18. Ability to utilize office computers, mobile technology and related software and/or current technology solutions.
19. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from an accredited college or university with a bachelor's degree.
2. Five (5) years of supervisory experience as a sworn officer at the Lieutenant level or above.
3. A master's degree in criminal justice, police science, business or public administration, or the social sciences may be substituted for one year of the supervisory work experience.