



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Civilian Administrator, C11, \$74,110 - \$77,854 (B.O.E) +
FRINGE BENEFITS
DEPARTMENT: Office of the Sheriff
OPENING DATE: 02-14-18 **CLOSING DATE:** 02-28-18

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree

Experience: Five years or more of related professional experience or additional education in a specialized area.

Note: Or equivalent technical training, education, and/or experience.

ADDITIONAL REQUIREMENTS:

- ◆ Valid Maryland Driver's License;
- ◆ Pass extensive background investigation with favorable results;
- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Directs, coordinates, and assesses the work of subordinate staff to facilitate the achievement of the Office of the Sheriff's goals and objectives; works under the general direction of the Assistant Sheriff with a wide latitude for independent action and judgment. The Civilian Administrator is evaluated based upon contribution to the efficiency of the Office of the Sheriff and the effectiveness of program goals and objectives.

DUTIES:

- ◆ Develops, in conjunction with the Assistant Sheriff, comprehensive long and short range strategies designed to achieve the goals and objectives of the Office of the Sheriff;
- ◆ Oversees, and provides technical management for all sections under his/her Division, to include the; Personnel and Recruiting Section; Fiscal Section; Records Section; Police Services; Systems Analysis, Property and CALEA;
- ◆ Formulates policies and procedures in accordance with applicable Sheriff's Office policies, federal, state, and local laws designed to attract, develop, and retain an effective and high quality law enforcement service to the community, and detention facility;
- ◆ Advises the Sheriff, Assistant Sheriff, managers, and supervisors on human resources; fiscal; records; system analysis and CALEA matters;
- ◆ Formulate, revise, modify and submit periodic reports for the Administrative Division;
- ◆ Present recommendations to the Sheriff and Assistant Sheriff on staffing, facilities, equipment and/or budgetary needs;
- ◆ Acts as a liaison between Federal, State, and Local Governmental agencies whose policies, laws, regulations, and directives impact upon Sheriff's Office activities, operations, projects, and programs;

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- ◆ Analyzes technical performance reports, correspondence, and contracts; reviews, evaluates, and makes recommendations regarding areas of responsibility;
- ◆ Develops comprehensive budgets based upon approved programs, resource parameters, technological enhancements, and Sheriff's Office policies and procedures; exercises internal fiscal control; reviews capital and asset proposals and contracts;
- ◆ Increases professional knowledge through attending workshops and conferences, participating in professional associations and activities, and reading professional and local publications;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain an advanced knowledge of Sheriff's Office Administrative and Operations Manual and St. Mary's County Government policies and procedures;
- ◆ Ability to act as a representative of the Office of the Sheriff to the public;
- ◆ Advanced knowledge of the principles, practices, and procedures of human resources and administrative management, and the ability to interpret them to the Sheriff and upper level management;
- ◆ Extensive knowledge of local and federal government fiscal policies, procedures, and legal mandates including the budget process;
- ◆ Extensive knowledge on modern research and investigative techniques and procedures;
- ◆ Extensive knowledge of the laws, statutes, and ordinances of the State of Maryland and St. Mary's County;
- ◆ Ability to keep the Sheriff and Assistant Sheriff and all senior level managers informed of all major issues and programs and to recommend changes as appropriate;
- ◆ Ability to supervise, plan, and coordinate the work of a diverse staff in order to accomplish Sheriff's Office goals and objectives;
- ◆ Ability to review, evaluate, and initiate appropriate action on technical and legal reports, contracts, and documents concerning Sheriff's Office matters;
- ◆ Ability to establish and maintain effective working relationships with upper level managers, county officials, associates, subordinates, and representatives from other agencies;
- ◆ Knowledge of electronic resources, including the Internet and database information retrieval;
- ◆ Ability to operate relevant computer systems, including hardware and software;
- ◆ Expert ability to work alongside law enforcement personnel, correctional personnel and civilians of the Office of the Sheriff.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

COMPENSATION/BENEFITS:

Hiring Salary: \$74,110 - \$77,854 (B.O.E.) annually.

FLSA: Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED
ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at:

Potomac Building/Governmental Center

Department of Human Resources, 3rd Floor

23115 Leonard Hall Drive, Leonardtown, MD 20650

Phone: 301-475-4200 Extension: *1100 Fax: 301-475-4082

Jobs Line: 301-475-4200 Extension: *1109

Must press the * key before the extension

Email: smchr@stmarysmd.com Website: www.stmarysmd.com

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator: amber.hebert@stmarysmd.com or (301) 475-4200, Extension: *1110.

APPLY NOW -

<http://www.stmarysmd.com/hro/application/HRApplication.asp>

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.