

Archuleta County Colorado is currently recruiting qualified individuals for the position of Undersheriff.

The Undersheriff enjoys a competitive starting salary of \$76,814.40 - \$84,495.84 D.O.E., plus a robust benefits package which includes PTO, exempt employee leave, County matching retirement account, paid holidays, \$50,000 of County paid Life / AD&D insurance, county paid LTD, and voluntary participation in medical/dental/vision coverage, STD, accident insurance, critical illness insurance, and additional life insurance coverage.

The Undersheriff is second in command of the Department and assumes the duties of the Sheriff in his/her absence. Provides advice and recommendations on administrative issues including Department goals and direction, legislative and operational concerns and budgetary and personnel matters, manages Department personnel and budget resources.

ESSENTIAL DUTIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The administration retains the right to modify or change the duties or essential functions of the job at any time.

- Ensures the efficient administration of divisions (Patrol, Detentions, Investigations, Administration, Emergency Management and Volunteers), specialized units and programs, professional standards, human resource management, research and related responsibilities associated with department operation and command.
- Prepares, recommends, and monitors the budget for the Sheriff's Office.
- Makes decisions impacting the interests of all Departments, administrative matters, the members of all Departments and the citizens which the Department serves.
- Advises the Sheriff on administrative, personnel issues and policy matters.
- Participates in strategic planning for the Department under the direction of the Sheriff. Administers the Sheriff's policies, goals, and directives for the Department.
- Exercises direct supervision of all Command Staff, support staff, division and unit supervisors, overall operations, and activities of the Sheriff's Department to include oversight of staff training, assigning and reviewing work, recommending staffing resources, hiring and selection of staff, making recommendations impacting pay, status, disciplinary action and evaluating performance.
- Acts as an official representative of the Sheriff and County in a professional manner with local, state, and national agencies and organizations.
- Participates in various committees, commissions, and law enforcement meetings related to the Sheriff's Department program activities and responsibilities.
- Monitors the Department's systems for reporting, reviewing, and training in the use of force and restraint.
- Promotes and administers the Department's Core Values, Service Oriented Policing philosophy, and the Law Enforcement Code of Ethics. Ensures a high degree of personal integrity from all command personnel and their subordinates to maintain the public trust.
- Ensures that professional competence and skillful enforcement of the law remain at the highest levels in compliance with local, state, and federal laws, statutes, ordinances, and/or regulations.
- Reviews and approves recommendations by command personnel for changes or improvements to procedures or policies that are consistent with effective risk management and efficient operation of the units.
- Promotes community partnerships.
- Ensures that Department policy and procedures are effectively communicated to all personnel including appropriate and expected conduct in dealing with both co-workers and the public.
- Keeps the Sheriff apprised of any problems, issues, or significant activities.
- Maintains and enhances professional and technical knowledge and skills and keeps current on events that affect the Department and County.

- Assumes duties and responsibilities of the Sheriff on a temporary basis and as assigned.
- Reviews administrative investigations on alleged misconduct by personnel. Identifies Departmental risks or potential employee misconduct. Recommends and administers corrective measures consistent with the position's authority and with County policy and procedure.
- Ensures the efficient administration of units, specialized units and programs, professional standards, and related responsibilities associated with operation and command.
- Resolves all disciplinary and personnel problems. Responds to and investigates public complaints relative to subordinate personnel actions and behavior.
- Coordinates the activities of subordinate personnel in planning and conducting major or large-scale investigations. Assists in the preparation of legal documents such as search warrants.
- Maintains and enhances professional and technical knowledge and skills and keeps current on events that affect the Sheriff's Office.
- Promotes and administers the Sheriff's Core Values, Service Oriented Policing philosophy, and the Law Enforcement Code of Ethics. Ensures a high degree of personal integrity from all command personnel and their subordinates to maintain the public trust.
- Ensures that professional competence and skillful enforcement of the law remain at the highest levels in compliance with local, state, and federal laws, statutes, ordinances, and/or regulations.
- Promotes community partnerships.
- Performs other duties as assigned and required.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying.

- Possess the highest degree of integrity and strong interpersonal skills.
- Minimum twenty-one (21) years of age, good physical condition - the ability of effect a forcible arrest.
- Principles and practices of program development and administration as it relates to law enforcement services.
- Equivalent to the completion of the twelfth grade.
- Completion of a Colorado P.O.S.T. approved basic law enforcement academy including skills and firearms training
- College coursework in criminal justice or a related field and training in command and leadership skills. Bachelor's degree or higher preferred.
- Desired eight years of law enforcement experience including supervisory, command, and administrative experience.
- Must possess a valid Colorado Driver's License
- Colorado P.O.S.T. Peace Officer certification.
- CPR and First Aid certifications.
- Bilingual (English/Spanish) skills preferred.

Apply online at: www.ArchuletaCounty.org