



Pennington County
Chief Deputy
(Exempt C64)

Position Objective:

The Chief Deputy Sheriff is responsible for the overall personnel, budget and operations of their assigned divisions under direction of the Sheriff.

The Chief Deputy Sheriff directly supervises division commanders and has indirect supervision of 432.5 personnel. They are also responsible for program volunteers and contracted employee services.

The Chief Deputy Sheriff typically performs their duties during weekday, daytime hours; however, they are subject to on-call availability and response unless relieved by the Sheriff for annual leave.

Essential Functions:

- Plans for and manages large scale public safety, emergency and disaster response operations.
- Hires, trains, assigns, schedules, directs, supervises, evaluates and disciplines personnel.
- Oversees and administers high risk personnel processes to include termination.
- Represents the Sheriff's Office to local, state and federal collaborative that impact public safety in a variety of different venues, including law enforcement, corrections, drug and alcohol treatment, school safety, and the court system.
- Participates in program development and grant procurement.
- Directs and contributes to short/long-range strategic planning
- Oversees facility construction projects.
- Oversees major hardware and/or software purchases, installation and implementation.
- Performs the duties of the sheriff in his or her absence as assigned.
- Meets with division commanders, directors and captains to facilitate a timely response to significant operational matters.
- Develops, presents, monitors and projects department budgets; coordinates budget activities with the sheriff, county commissioners, accountants, and command staff.
- Evaluates the effectiveness of division leadership and develops revised policies and procedures to improve operational effectiveness.
- Makes recommendations for employee promotions, demotions, reclassifications and disciplinary measures.
- Works with the sheriff and command staff to ensure compliance with certification standards and with local, state and federal laws and regulations.
- Maintains oversight of ongoing civil litigation pertaining to the Sheriff's Office; ensures that the Sheriff is adequately briefed on all related matters.
- Assists with difficult and sensitive public and human relations matters, including determining information to be released to the public related to major crimes and matters of public safety.
- Implements, develops and enforces policy and procedures.

- Assists the Sheriff and command staff with strategic and succession planning.
- Attends meetings, events and trainings as required.
- Adheres to policy and procedures.
- Performs other duties as assigned.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- Bachelor's Degree in a related field. Master's Degree level education is preferred.
- Ten years of administrative experience in criminal justice or related field and proven leadership ability.
- The demonstrated ability to compose professional correspondence verbally and in writing.
- Knowledge of relevant equipment, policies, procedures and strategies to promote effective local security operations for the protection of people, data, property and institutions.
- Knowledge of laws, court procedures, precedents, government regulation, agency rules and the democratic political process.
- Knowledge of general government accounting principles and the county government budgeting process.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, and the coordination of people and resources.
- Currently law enforcement certified or eligible for certification as a law enforcement officer in the State of South Dakota.
- Successfully complete and maintain the standards of the position as dictated by the State of South Dakota and Sheriff's Office Policy.
- Certification/License: SD Driver's License (within 90 days of moving to SD)

Working Environment:

The work is typically performed in an office. As a law enforcement officer this position may require all of the working environment exposure and hazards indicated in the deputy sheriff job description when called upon.

Physical Requirements:

The Chief Deputy can expect to frequently stoop, kneel, crouch, stand, climb stairs, walk, and sit. The ability to differentiate different shapes, objects and colors. The ability to hear, speak English, read, write, and the dexterity to manipulate requirement equipment. Other physical demands include periodic high levels of exertion in the form of unarmed self-defense and lifting and/or moving more than 100 pounds. This position may require the use of lethal force, pursuit driving abilities and emergency medical response.