

Classification Title: Deputy CCBI Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Manages the daily activities of a division of the City-County Bureau of Identification. Determines staffing and priorities, reviews budgets, formulates and recommends policies and investigates all complaints.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Oversees the daily operations of one unit within the department in order to provide service to law enforcement agencies, judicial officials and the general public. Assumes command in the absence of the director.
2	L	Assists in the preparation of the annual budget by researching and developing justifications for budget requests. Researches equipment and supply needs.
3	H	Responds to major crime scenes within the County and acts as a liaison between various law enforcement agencies. Takes the lead role when coordinating on-scene functions and responsibilities with other law enforcement agencies, in the absence of the director.
4	S	Evaluates, reviews, and approves budget expenditures. Recommends new funding levels.
5	L	Reviews and evaluates subordinate performance. Develops and updates performance measures. Reviews all personnel actions, to include application for employment, salary increases and disciplinary actions.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Police Science, Law Enforcement, Criminal Justice or related field.
Experience	Four years of experience in law enforcement administration.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required. Basic Law Enforcement certification required. (certification dependent on specific job) International Association for Identification – Footwear Examiner and Latent Print Examiner. If Sworn - North Carolina State Department of Justice In-service Training must be completed annually; If caring a fire arm must complete the annual fire arm training.
Reading	Advanced
Math	Intermediate
Writing	Intermediate
Managerial	Receives Broad Direction.
Budget Responsibility	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for Countywide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORKAIDS:

Communications equipment, pistols, handcuffs, cameras and peripherals, fax machines, copiers, fingerprinting tools, vehicle, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Personal Protective Equipment