

COMMISSIONER/SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive, the incumbent directs, plans, coordinates, monitors and evaluates the operations of the Westchester County Department of Public Safety to ensure the protection of life and property, prevention of crime, preservation of public peace and enforcement of all laws and ordinances within the department's jurisdiction. In accordance with Westchester County Charter and Administrative Code, New York State rules, regulations and statutes, and local laws and procedures, the incumbent formulates and implements essential policies and procedures for the efficient operation of the department. Extensive and constructive working relationships with key local, state and federal law enforcement personnel are crucial for enhancing police services to the residents of Westchester County. Administrative supervision is exercised over a large number of professional, law enforcement, public safety and clerical support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates and oversees the operations and activities of the Westchester County Department of Public Safety Services to provide quality police services to the residents of the County within prescribed resources;

Formulates and implements departmental policies and procedures to ensure the proper and efficient operations of the department;

Organizes departmental functions and delegates responsibilities to effectively provide services within manpower and budget constraints;

Ensures security and maintains law and order for County facilities and property;

Initiates, assists and participates in a variety of law enforcement activities in conjunction with various local, state and federal law enforcement agencies to enhance services and prevent duplication of effort;

Maintains an efficient and effective organization recognizing budgetary limitations and personnel constraints while providing quality police services to Westchester County;

Directs the preparation of, approves and monitors the departmental budget to ensure that quality services are provided within resource limitations and that a balance is maintained between revenues and expenses;

Assists municipalities in specialty areas such as bomb squads, scuba assistance, crime analyses, etc.;

Provides, directs and maintains effective training systems to develop officers and personnel versed in public safety and to instruct municipal police in basic and advanced police methods and techniques;

Consults with the Deputy Commissioners assessing the organization's operations and manpower requirements to improve departmental effectiveness;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Participates, as a member of the County Executive's Cabinet, in the development of countywide policies and advises on the operational impact of contemplated policy decisions;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles and practices of law enforcement organization and administration; comprehensive knowledge of applicable laws, rules, regulations and procedures governing the operations and activities of the department; thorough knowledge of public administration, personnel administration, fiscal planning and the functions of law enforcement agencies; ability to plan, direct and evaluate the work of a large staff through subordinate supervisors; ability to identify operating problems and to formulate solutions, integrating them into ongoing activities with minimum disruption; ability to communicate effectively both orally and in writing; ability to effectively allocate available resources to achieve departmental objectives and meet changing situations; ability to make appropriate, effective and timely decisions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; leadership; integrity; persuasiveness; perseverance; sound professional judgment; tact; resourcefulness; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE : A Bachelor's Degree* or Master's Degree* in Criminal Justice or closely related field and five years experience in law enforcement operations at the rank of Chief or Deputy Chief for a jurisdiction of at least 750,000 residents in a department of at least 300 employees.

SPECIAL REQUIREMENT: Must be able to obtain and maintain a federal security clearance at the "Secret" or higher level throughout course of employment.

NOTE: Preference will be given to candidates with two or more years of experience as the chief officer of a law enforcement training facility.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.