



POSITION VACANCY NOTICE
INTERNAL and EXTERNAL POSTING

DATE POSTED: August 14, 2020

OFFICE: Sheriff

POSITION CLASSIFICATION: Support Services Commander

Position Requirements: Summit County Sheriff's Office is seeking a well-qualified Support Services Commander. This position is a member of the leadership command level in the Sheriff's Office organization. The position manages all functions within Support Services to include, Training, Internal Affairs, Evidence, Records, Policy Management and the rules and laws concerning Colorado Senate Bill 20-217.

The position performs a wide range of supervisory and professional management duties and must have the ability to lead, manage, administer budget, and be responsible for all support service decision making for the Summit County Sheriff's Office. The position reports directly to the Undersheriff and/or Sheriff. The position works with unusually difficult and technical law enforcement work while exercising command and delegated direction for all activities of Support Services.

The work of the position involves extensive responsibility for utilizing independent judgement as well as individual initiative in the implementation of orders, policies, procedures, rules and regulations. The candidate must be skilled in applying these concepts in decision making concerning complex law enforcement and technical problems and in leading subordinate members in routine and emergency situations. The position is responsible for development of an annual budget including capital items, conducting project management, researching budget proposals, and managing expenditures. The position develops the strategic vision and planning for Support Services; develops policy, reviews and approves policy updates; conducts risk management analysis; ensures staff are compliant with all required constitutional, statutory, ordinance, policy, and rule requirements. The candidate will demonstrate a proven ability to quickly absorb and understand unfamiliar subject matter.

The candidate will have comprehensive law enforcement experience and demonstrate successful management in similar work environments, including projects and tasks and completing within established timelines.

The ideal candidate will be a team-oriented professional, with excellent organizational, time management and communication skills. The candidate should have an exceptional customer service demeanor; have strong written and verbal communications experience, be professional in directing and interacting with

members of the public from differing social-economic backgrounds and cultures, sworn law enforcement from multiple agencies, attorneys, judges, community partners, and administrative staff during routine interactions and in stressful situations. The candidate should have a demonstrated history of leadership, strong job knowledge, above average attention to detail, a history of self-motivation, and an aptitude for teaching and mentoring others.

Required Qualifications: Candidate must be Colorado POST certified and in good standing under current POST guidelines and not currently involved in any disciplinary action. The candidate must have at least four years' experience as a law enforcement supervisor with above average reviews, preferably with experience working in a law enforcement operations environment. Preferred qualifications include a bachelor's degree in Criminal Justice, Law, Public Administration or a related field. Must be able to pass a background check, psychological test, polygraph, physical, and obtain a security clearance for work with Criminal Justice Records.

Hiring Range: M80, Exempt. \$3,510.73.04 to \$5,617.17 bi-weekly, DOQ. Summit County offers an excellent benefit program

Application Deadline Date: This position will be posted until September 18th, 2020. To apply, please submit a professional cover letter and resume to Lieutenant Thomas Whelan by mail to PO Box 210, Breckenridge, CO 80424, in person at 501 N. Park Avenue, Breckenridge, CO 80424 or via email to thomas.whelan@summitcountyco.gov.

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