

EXECUTIVE POLICY ADVISOR TO THE SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: This is a complex executive level position within the Broome County Sheriff's Office, that provides strategic guidance and policy recommendations of the Sheriff. The work requires a highly trusted individual that directly advises the Sheriff on handling confidential and sensitive policy matters, develops policy recommendations, and maintains strict confidentiality regarding the information that is received and discussed at an executive level between command staff members and members of the community. The position reports directly to the Sheriff with wide leeway allowed for the exercise of independent judgment in carrying out the performance of duties.

TYPICAL WORK ACTIVITIES:

Conducts thorough research on complex policy issues which includes legal considerations, community stakeholder perspectives, and the potential impacts such policy would have on the Office of the Sheriff and the public;

Serves as the Sheriff's liaison with local, County, State, and Federal officials as appropriate;

Facilitates confidential meetings with community stakeholders, subject matter experts, community leaders, government officials, and command staff to gather insight into potential community and agency impact of policy related matters;

Conducts research and analyzes data to inform policy decisions;

Assists in the development and implementation of departmental policies and procedures;

Strictly safeguards sensitive information, including internal deliberations, community stakeholder feedback, confidential data and ensures strict privacy throughout the work flow process;

Analyses operational problems and recommends solutions;

Represents the Sheriff at public meetings as assigned;

Responsible for completing special projects for the Sheriff;

Has responsibility for establishing and recommending clear written policy which is in line with the mission of the Office of the Sheriff as established by the Sheriff;

Presents thoroughly researched policy recommendations to the command staff, clearly communicating key findings, potential impacts, and alternative options;

Communicates with community and citizen groups on how the Office of the Sheriff can better serve the public;

Provides the community with information concerning resources, policy, and programs offered by the Office of the Sheriff.

EXECUTIVE POLICY ADVISOR TO THE SHERIFF-cont'd

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the functions, regulations, policies, and procedures of the Office of the Sheriff;
Thorough knowledge of law enforcement administrative methods and procedures and best practices;
Good knowledge of the principles and practices of organization and management;
Good knowledge of the local, County, State, and Federal laws and policies affecting the activities of law enforcement;
Ability to exercise appropriate judgment in answering questions and releasing information;
Ability to analyze and project consequences of decisions and/or recommendations;
Ability to express oneself clearly and concisely both orally and in writing;
Ability to organize and prioritize various projects and tasks from beginning to end with specific attention given to details;
Ability to discreetly and effectively handle confidential and sensitive matters;
Ability to establish and maintain effective working and diplomatic relations with command staff, the public, representatives, and other agencies;
Ability to coordinate various projects and tasks
Ability to analyze facts and exercise sound judgment;

MINIMUM QUALIFICATIONS: To be determined by the appointing authority.

SPECIAL REQUIREMENT: Incumbents in this position are required by the Broome County Legislature to reside within the County of Broome, OR and adjoining county (Tioga, Cortland, Delaware, or Chenango) at all times during employment in this title.