



**MAJOR**

**Department:** Sheriff  
**Job Class #:** 258800  
**Pay Range:** Executive 11

**FLSA:** Exempt  
**Represented:** No  
**Civil Service Status:** Non-Classified

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is highly responsible administrative and management work performed for the Pierce County Sheriff's Department. The Major classification is responsible to manage, plan, administer, control and coordinate multiple operational areas of major significance and scope. Assignments may be at the Division or department-wide level. Guidelines are available in the form of general administrative policies and procedures. An incumbent is required to independently resolve problems and make decisions of significant, broad consequence. This position is appointed by the Sheriff.

**ESSENTIAL FUNCTIONS:**

- Assume operational command of unincorporated areas and/or contract cities.
- May act in the capacity of Acting Sheriff or Command Duty Officer, responsible during assignment for overall departmental operations and decisions.
- Manage patrol operations including long range planning, facilities management, information development, property crime investigations and fleet management.
- Effectively manage and administer the full scope of personnel issues, including the supervision of commissioned and non-commissioned staff and administration of labor agreements.
- Prepare, manage and control budget for a wide-range of operations.
- Manage, evaluate and plan division operations and effectiveness; assess operational needs including immediate and long-term needs for staffing, facilities, fleet and other operational resources.
- Develop, make recommendations for, and implement policies, goals and objectives in a manner to accomplish the Department mission and values.
- Direct and conduct major incident reviews and investigations.
- Understand and execute incident command as required.
- Frequently represent the Sheriff on matters being presented before County Departments, public service agencies, community groups and the general public; respond to requests for information from the public and other law enforcement agencies.
- Establish and maintain effective working relationships with County and/or contract city officials, employees and the general public.
- Assist in emergency situations; maintain physical ability to affect a forcible arrest or deal with physical confrontational or combative situations.
- Perform all Primary and Essential Functions as required of the Deputy Sheriff classification.
- Safely drive a vehicle; accurately discharge a firearm (either hand), and/or operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and other employees.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Maintain regular, predictable and punctual attendance.
- Meet travel requirements of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.
- Specific job assignments can rotate at the direction of the Sheriff.

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#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION EXERCISED AND RECEIVED:** Work is performed under administrative direction and is assigned in terms of broad general objectives within the resources available. Work is reviewed for fulfillment of bureau, departmental, and where appropriate, contract city objectives, for conformance with governing laws and regulations and for adherence to budget. A Major has direct supervisory authority for all commissioned ranks and non-commissioned technical and support staff.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Major spends a majority of working time in an office environment. A regular Monday through Friday business day is the routine work schedule, however, a Major is required to perform work outside of regular work hours on a regular basis. Frequent travel to and from work sites in the geographic region is required; may be exposed to physically confrontational and combative situations and personal danger and bio-hazardous materials.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. This position has a wide range of physical requirements of varying degrees based on multiple differing work circumstances. Required physical activities include, but are not limited to, walking, standing, sitting, digital dexterity, talking, hearing including ability to discriminate electronic, mechanical and human sounds, and seeing including ability to clearly distinguish and identify colors. A Major may be required to assist in any emergency situation, and must maintain physical ability to effect a forcible arrest or deal with physical, confrontational or combative situations including use of reasonable force up to and including deadly force. Required physical activities during those times are: accurately discharge a firearm (either hand), running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people. A Major must be able to drive a vehicle and operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and of other employees.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Modern police methods and procedures.
- Rules and regulations of the Sheriff's department.
- Principles and practices of public administration, management, organization and supervision, labor relations and personnel practices.
- Controlling laws and ordinances.
- Principles of crime and accident investigation, of interrogation techniques and preservation of physical evidence.
- Principles and techniques of crime prevention.
- Principles and practices of criminal identification, of the behavior of criminals and causes underlying criminality.
- Community Policing principles and practices.
- Methods and procedures involved in purchasing, accounting controls, budget development, justification and control.
- Literature, developments and trends in the field of law enforcement.

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#### **KNOWLEDGE, SKILLS AND ABILITIES: (continued)**

##### **Skill in:**

- Interpersonal communications.
- Written and verbal communications and presentations.
- Team building, leadership and motivation.
- Using independent judgment and decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Use of required equipment.
- Facilitating appropriate citizen and business community involvement in public safety matters.

##### **Ability to:**

- Represent the Sheriff's Department in the community and with political leaders in a manner that is consistent with Sheriff's Department mission and values.
- Develop and implement administrative standards and procedures and evaluate their efficiency and effectiveness.
- Plan, direct and evaluate the work of subordinates.
- Communicate effectively both verbally and in writing, to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Analyze situations quickly and objectively and determine a proper course of action, including emergency situations.
- Use independent judgment and make appropriate decisions in the assessment of unusual circumstances and exercise flexibility in selecting appropriate responses.
- Be effective in managing services within a contract services environment, including recognizing political implications and working in harmony with elected officials.
- Establish and maintain positive, effective working relationships with individuals and groups representing a variety of political, governmental and public sectors.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Understand and function effectively in a diverse social and political environment in the county and/or contract cities.
- Efficiently and effectively allocate employees and resources.
- Resolve conflicts and gain cooperation among competing interest groups.
- Foster a work environment that encourages professional and personal growth
- Maintain regular and predictable attendance.
- Perform all required physical activities and meet physical job requirements; perform all Primary and Essential Functions as required of the Deputy Sheriff classification.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Understand and follow written and verbal instructions.
- Meet the travel requirements and flexible work schedule of the position.

**MINIMUM REQUIREMENTS TO APPLY:** As determined by the Pierce County Sheriff.

**SPECIAL REQUIREMENTS:** A valid Washington State driver's license is required.