



The Charles County Sheriff's Office
is now accepting applications
for the position of
Deputy Director, Planning and Accreditation
Grade 18/\$83,751-\$109,094



This **non-critical** position involves senior performance level management and administrative work. The employee is responsible for obtaining and maintaining the Agency accreditation through the Commission for Accreditation of Law Enforcement Agencies, Inc. (CALEA) and developing goals and objectives necessary for the Sheriff and the Agency to provide services required by the Maryland Constitution and the laws of the State and local governments. The employee is responsible for the creation of the management policy necessary to direct the Agency in accomplishing these goals and objectives. Work involves the responsibility of planning, instructing, and assigning of duties to assigned personnel, providing leadership for them in the conduct of their work, and checking their proficiency.

REQUIREMENTS:

- Associates degree or a combination of education and/or experience may be considered to meet the skills, knowledge and abilities required for this position.
- Required to aid in the development of Agency policies, practices, and standard operating procedures.
- Ability to research, create, and evaluate policy.
- Must be capable of supervising personnel.
- Two (2) years of supervisory experience.
- Knowledge of CALEA principles and practices.
- Required to manage and maintain the process of Accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA) to include the education of management personnel within the Agency.
- Capable of researching all the best practices, procedures and/or equipment and devices used by law enforcement agencies.
- Required to manage the development and direction of the Agency Strategic Management Program (SMP).
- Ability to coordinate with Charles County Planning and Growth Management to determine the impacts on the Agency.
- Knowledge of the laws and regulations governing law enforcement, grant funding, and governmental procedures.
- Required understanding of computer databases and computer data tracking systems.
- Ability to communicate effectively and coherently with other Agency personnel and the public.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- Must pass a comprehensive background investigation.

Applications available online: www.ccsso.us

Please submit completed application, along with a resume to:
Human Resources, P.O. Box 189, La Plata, MD 20646

Sheriff's Office employees interested in transferring to this position must submit a Form #301, with resume, to the Human Resources Section, Administrative Headquarters Building.

Closing Date: January 22, 2019 by 4:00 p.m.

For more information call: (301) 609-6417

AN EQUAL OPPORTUNITY EMPLOYER