



CHIEF OF CONTRACT SERVICES

Department: Sheriff
Job Class #: 274900
Pay Range: Executive 22

FLSA: Exempt
Represented: No
Civil Service Status: Unclassified

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 management work focused on outreach and policy development and implementation performed for all Bureaus of the Pierce County Sheriff's Department. Employees of this class are responsible for the essential duties included in the management and administration of a variety of policy driven efforts, as well as all aspects of contracts and agreements for the provision of public safety and jail services. This employee is responsible for outreach and communications with the community and elected officials for the Sheriff's Department. Work is performed under general direction, with significant independent action and judgment in the performance of duties. This is a position appointed by the Sheriff.

Special Note: If this position is filled with a Commissioned Law Enforcement Officer, the incumbent will retain their commission and remain empowered to enforce the criminal laws of the State of Washington. As a commissioned officer the incumbent will perform the following duties:

- Be responsible for overall Department decisions while acting in the capacity of Command Duty Officer.
- 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.
- 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.

ESSENTIAL FUNCTIONS:

- Develop and maintain positive relationships with public officials in Pierce County for the purpose of community relations, business development, legislative opportunities and contracting services for law enforcement and jail services.
- Supervise personnel including hiring, discipline, training, and evaluation.
- Develop, manage, implement and present a community relations/marketing program with public agencies in Pierce County regarding Sheriff's Department issues, services and communications.
- Research, develop and prepare contract and/or grant proposals for the provision of existing or new law enforcement or jail services.
- Attend various Council, Executive and community meetings to represent the Sheriff on various topics relative to policy and legislative oversight.
- Identify opportunities for new services and contracts; research, develop and present contract proposals to potential customers.
- Prepare grant applications to secure necessary funding for services.
- Develop and negotiate facilities and/or services contracts; formulate and prepare contractual documents, coordinating with Sheriff's Department and contracting agency as necessary.
- Assure legal obligations of contract and grant requirements are met.
- Monitor grant and service contract provisions; identify, monitor and respond to potential risks that threaten contract stability.
- Develop, administer and maintain appropriate and effective systems and procedures for contract, policy concerns, and project management.

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- Maintain constant communication with Contract City Chiefs and contractor management and legislative bodies; attend meetings with contract agency and Sheriff's Department officials for the purpose of contract and grant administration, addressing contract concerns, problem resolution, contract development and negotiation, community education and marketing of Sheriff's Department services.
- Manage and coordinate the development of long- and short-term planning for Department issues, to include vision, mission and goals, contracts services and programs, policy development, communication strategies and business development.
- Provide outreach and advocate the Sheriff's Department position to elected officials, local government officials and staff.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Prepare and manage required reports; develop reporting formats and procedures as necessary; assure compliance with contract and grant reporting requirements.
- Serve as project coordinator of project assignments specific to Sheriff's directives.
- Advise Sheriff and Command staff on on-going issues and provide written reports and research pertinent to the specific focus.
- Represent the Department at meetings and committees and other work groups upon request of the Sheriff.
- Maintain contact with and develop working relationships with County Departments, officials from other Counties, cities, state and federal offices.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION EXERCISED AND RECEIVED: This position works under the general direction of the Sheriff for policy development and special projects. The position may be responsible for supervision of professional and/or administrative support staff.

WORK ENVIRONMENT: The Chief of Contract Services works in an office setting on a daily basis. County-wide travel is required on a frequent basis to County field sites or other agencies. Work outside of regular business hours, including weekends, is required to attend meetings, make presentations or special events. Ability to manage multiple tasks and functions, meet strict deadlines, concentrate for extended periods of time, and attend to detailed information on a continuous basis is critical to position success.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Extensive knowledge of the principles and practices of contract administration, preparation, statutes, regulations and policies pertaining to contract compliance.
- Principles and practices of public administration, organization, and modern supervisory practices.
- The roles and function of the legislative branch of County Government.
- General accounting practices and procedures; governmental accounting practices; contract and grant budget preparation and monitoring.

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- Grant development, writing techniques and requirements.
- Modern principles, practices and trends of law enforcement and jail administration.
- Construction project management and applicable laws.
- Research methods and techniques.

Skill in:

- Maintaining a positive and productive relationship with communities, other organizations and agencies.
- Facilitating appropriate involvement in public safety and jail services of current and potential contracting agencies.
- Coordination of government relations issues.
- Collaborating and negotiating, communication and interpersonal relations sufficient to exchange and convey information leading to resolution of issues.
- Analyzing complex political issues, interpreting laws, regulations and guidelines written by federal, state and local agencies.
- Clear and concise persuasive oral and written communication.
- Use of independent judgment and effective decision making in the application of a wide variety of policies and procedures and in effective problem-solving.
- Office management including developing programs, policies and procedures.

Ability to:

- Develop, implement and/or maintain contract database for contracts and grants.
- Make effective and convincing presentations to various audiences, including citizens, advisory groups, elected officials, government administrators and managers.
- Express ideas and information effectively, verbally, in writing or graphically.
- Use effective communication and interpersonal skills to inform, educate, persuade, motivate, gain concurrence and agreement, resolve conflict and/or develop alternatives.
- Conduct research and analysis, use appropriate judgment and make informed, logical and effective decisions and recommendations.
- Plan, develop and implement effective strategies for Sheriff's Department Vision and Mission.
- Understand and proficiently utilize required software and computer programs/systems.
- Plan, assign and coordinate work of others.
- Establish working relations with the County Council, Executive, Department Directors, employees, boards, and the public.

MINIMUM REQUIREMENTS TO APPLY: As determined by the Sheriff

Preferred Qualifications:

Bachelor's degree in public/business administration, accounting or related field

Two years related experience at a supervisory or management level.

Experience in managing governmental contracts and grants.

Experience working with public safety/law enforcement programs or agencies

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete Pierce County Sheriff's Department background investigation, which may include a medical physical, behavioral assessment and polygraph, is required. A valid Washington State driver's license may be required when travel is required of the position.