

Undersheriff

The Nassau County Sheriff's Department has an operating budget of \$150 million, employs over 950+ full-time and part-time staff and is divided into two (2) distinct parts: the Corrections Division and the Enforcement Division. The Sheriff's Department is seeking qualified applicants for an Undersheriff who will, under the direction of the Sheriff, have responsibility for the overall supervision and management of the Correctional Center and Civil Enforcement Unit.

The mission of the Corrections Division is to provide a safe and secure environment for the staff and inmates, while providing for the care, custody, and control of detainees and prisoners committed to it's custody by the judiciary. In this regard the Department is required to comply with all laws, specifically correction law, oversight agencies, specifically the New York State Commission of Correction, existing consent decrees, and Court mandates. As such, the qualified candidate, under the direction of the sheriff, will be responsible for the execution of mandates and legal orders, including the final distribution of collected monies, be able to conduct continuous review of Correctional Center staff and related activities, as well as perform investigations of irregularities and/or difficulties arising among inmates.

The mission of the Civil Enforcement Unit is to carry out the orders of the New York State Courts including the discovery and seizure of property, the execution of warrants, and to conduct evictions. The Division also assists the Department of Social Services in the location of assets of parents who fail to support their children.

The Undersheriff will direct and supervise Departmental operations; will develop and implement policies; establish rules and regulations to ensure compliance with policies and applicable statutes; coordinate programs and activities; expand grant program participation. The Undersheriff is expected to use professional judgement in directing the activities of the Sheriff's Department and the execution of all necessary provisions of the law.

The position requires knowledge of criminal law and procedures, New York State Correction Law, and Federal and State correctional standards; ability to lead, and supervise uniformed and civilian staff; the ability to develop and maintain effective working relationships with the public, other government agencies and the labor force; experience in office management, strategic planning and budgeting and supervision is also required.

Applicants must possess extensive knowledge of applicable legal mandates, administrative procedures and principles of office management. Strategic planning and budget experience are required. Qualified applicants must be able to develop methods and procedures to improve operational functions and be able to coordinate departmental procedures for the execution of mandates and legal orders including the final distribution of collected monies.

Knowledge, Skills and Abilities:

The successful candidate will have knowledge of applicable legal statutes and mandates; extensive knowledge of Criminal Law and Corrections Law, including recent criminal justice system reform measures, such as bail reform and Raise the Age, which affect the operations of a

Sheriff's department and the way correctional facilities are operated and managed; knowledge of state administrative procedures relating to the operations of the Sheriff's Department; have experience with and understanding of fiscal management and principles of office management and possess superior organizational skills. Experience in strategic planning and budget experience is also required. The candidate must also possess experience with labor union contracts, negotiations, and improper practice violation procedures; also, the candidate must have experience with public relations and communications crisis management. The successful candidate must have the ability to supervise both uniformed and civilian subordinates. Candidates should also possess thorough and extensive knowledge related to incarceration methods and techniques, investigatory procedures, the legal requirements and forms/procedures for serving and enforcing legal processes and general law enforcement policies, procedures and operations. Qualified applicants must be able to develop methods and procedures to improve operational functions and be able to coordinate departmental procedures in order to successfully carry out the day to day operations of the Department.

The successful candidate will have the ability to establish and maintain effective working relationships with employees, labor unions, inmates, contract vendors, the public, officials, and other government agencies. The candidate will also be able to undertake the analysis and implementation of complex projects that may require the development of policies and procedures and/or the creation of standard and specialized reports.

Education, Experience and Qualifications:

- Minimum of 10 years' corrections experience in a correctional facility, including 5 years of supervisory experience in an executive level position having oversight within an organization of similar size and scope; and having managed multiple correctional facilities and facility managers, with large and diverse populations, simultaneously

- Bachelor's degree from a regionally accredited or New York State registered college or university (Master's degree plus) or

Additional years' experience in excess of the 10-year minimum requirement may be substituted for the 4-year degree requirement, on a year for year basis

- Minimum of 2 years of experience with labor relations practices and union contract negotiations (preferably law enforcement related)

- Minimum of 2 years of experience in public relations and communications crisis response management.

- FEMA courses in Special Events Contingency Planning for Public Safety Agencies, Incident Command Systems, State Disaster Management, and National Incident Management System (NIMS)

- NYS Peace Officer/Police Officer

- Experience with internal/external agency investigations

- Experience in intelligence gathering related to gang and other criminal enterprise activity

- The selected candidate must successfully clear a background investigation

Benefits and Compensation:

- Salary is commensurate with experience

- 13 paid holidays per year
- Sick, Vacation and Personal Leave (based on years of service)
- Competitive Health Benefits package
- Deferred Compensation
- Flexible Spending
- The County is a member of the New York State & Local Retirement System (NYSLRS)

Salary \$165,000

NASSAU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE,
RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY
OTHER BASIS PROTECTED BY LAW