



CLASS SPECIFICATION

Class Code: 60002222
Date Established: 07/2021
Last Reviewed: 02/2026
Last Revised: 02/2026
Title Change: 01/2026
FLSA: non-exempt
Probation: 12 months

ASSISTANT DIVISION MANAGER

DEFINITION

Under general direction, plans, coordinates and manages assigned program, area, or unit functions within the Washoe County Sheriff's Office and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time supervisory experience in a law enforcement environment to include experience with project management, records management or Public Safety Answering Point; AND a bachelor's degree from an accredited college or university in criminal justice, business administration, public administration, or a closely related field; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

N/A

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, organize, administer, manage and evaluate the day-to-day activities of the assigned area through the development and implementation of operational goals, policies and procedures while ensuring adherence to all federal, state and County laws and ordinances.

Supervise assigned staff which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; succession planning and workforce development; conducting performance evaluations; and implementing discipline and conflict resolution procedures when necessary; assure efficiency, effectiveness and quality of work outputs, monitor and direct progress to achieve goals and objectives.

Prepare projected budget needs for program areas based on input from supervisors, establish fund breakdowns, determine operational supply needs, prioritize budget items requested, prepare justification, and submit to Division Manager.

Coordinate the development of purchasing documents and monitor expenditures to avoid overspending on accounts.

Ensure all essential systems are operational, monitors data entry for accuracy, monitors access security levels for all personnel and ensures assigned personnel follow proper emergency procedures.

Train front line supervisors on proper techniques to ensure employees accurately follow the processes within the assigned area and complete data entry procedures in applicable databases.

Review and evaluate work methods and procedures and recommend/implement changes in work processes, programs and workflow to ensure efficient operations and compliance with policies and standards.

Negotiate with vendors, keep accurate inventory records, identify trends, and project future needs to ensure the operational needs are met.

Oversee the assigned programs or area operations; coordinate with users and partner agencies; ensure compliance with interlocal agreements.

Ensure staff compliance with training and policy, safety and security throughout the Sheriff's Office and that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary risk of on-the-job injury.

Serve as a primary resource for information and interpretation of policies, procedures and functions for the area of assignment.

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

Countywide personnel policies and procedures such as sexual harassment, discrimination, ADA, FMLA and EEO.

Federal, State and County policies, regulations, and laws pertaining to the assigned area.

Organizational structure of the Sheriff's Office and the programs, activities and functions of the assigned area.

County purchasing policies and procedures.

Terms and acronyms commonly used in assigned function.

Structure and function of the criminal justice system.

Computer software specific to the department.

Ability to:

Effectively supervise, motivate, and develop staff; evaluate the performance of assigned staff and have difficult conversations related to training or discipline in a timely manner.

Plan, coordinate, and direct the operations and services of the assigned area to accomplish established goals and objectives.

Prepare budget recommendations based on the needs of the division.

Implement work methods and procedures that promote a safe working environment for and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and techniques of management.

Principles and practices of effective employee supervision including leadership, motivation, development, team building, conflict resolution, employee training, assigning and reviewing work, performance evaluation and discipline.

Budget development methods and techniques.

Inventory processes, computerized inventory, purchasing processes, records management and record keeping.

Principles and practices of program and project management.

Ability to:

Analyze costs of goods and services and recommend changes to make operations more cost effective.

Read and interpret departmental/countywide policy and procedure manuals, professional publications, and federal, state, and local laws, rules and regulations.

Gather, organize, analyze, and effectively present a variety of data and information.

Analyze information, identify problems, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Act with integrity; exercise appropriate discretion and maintain confidentiality of information.

Remain polite, tactful and diplomatic in stressful situations.

Demonstrate initiative and judgment within established procedural guidelines.

Evaluate work priorities and procedures to determine effectiveness and efficiency; organize work to meet schedules and deadlines.

Communicate effectively both orally and in writing, tailoring the message to the intended audience.

Effectively and professionally represent the agency in contacts with inmates, the public, community organizations, and other governmental agencies.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment, an emergency dispatch center, a restricted area and/or in the Detention Facility. Ability to respond to emergencies after hours. Ability to operate standard office equipment including, but not limited to, computers, telephones, calculators, copiers, and fax machines.

Successful candidate must pass a background investigation which includes completing and submitting a personal history statement, a set of fingerprints, as well as successfully completing a Computerized Voice Stress Analysis (CVSA) examination.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.