

**INGHAM COUNTY  
JOB DESCRIPTION**

**STAFF SERVICES ADMINISTRATOR**

**General Summary**

Serves as the fourth ranking Officer in the Sheriff's Office. As Director of Administrative Staff Services Bureau, is responsible for: Personnel-Planning and Training; Central Records-Inmate Accounting; Community Services; Technical Services-Evidence Custodian-Quartermaster; Fleet Services; Grants Coordinator; Inspector; Volunteer Services, and Emergency Management. Monitors public relations and actively promotes Ingham County and the Sheriff's Office.

**Essential Functions**

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. **PERSONNEL, PLANNING, AND TRAINING:** Reviews applications to Sheriff's Office and all applicants on in-house postings. Interviews all applicants selected for processing. Reviews complete background investigations on the top applicants. Oversees Training Bureau, to make sure all employees are current on their requirements, and are receiving the maximum training available. Assists in preparation and distribution of 302, training, and scholarship budgets. Assists in the Lansing Community College Police Academy training program and corrections academy. Oversees office firearms program, driving program and continuing in-service education.
2. **CENTRAL RECORDS AND ACCOUNTING:** Has responsibility for all office records. Prepares or oversees the preparation of office activity and statistical reports for various agencies and the Ingham County Board of Commissioners. Represents the Sheriff at various meetings requiring and/or requesting information on records. Appears in Court as a witness to testify from the records under the "Freedom of Information Act". Directs the issuance of concealed weapons permits, handgun permits and the inspection of handguns for safety. Oversees clerical and accounting staff in the typing and filing of all office reports and daily balancing of inmate accounts; accounts payable; and personnel timecard computations and processing. Reviews all incoming lawsuits and acts as the FOIA officer for the Ingham County Sheriff's Office.
3. **COMMUNITY SERVICES:** Assists in preparing and overseeing Community Services' projects and responsible for developing volunteer services to assist in community services division efforts. See that additional Neighborhood Watch Programs are established, and existing groups maintained. Evaluates quarterly reports and telephone information system. Assists in gathering resource materials for distribution. Oversees D.A.R.E. program, and administers State grant funding to ensure continuation. Oversees D.A.R.E. activities with school administrators.

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4. **GRANTS:** Gathers information on available grants from various sources and processes grant applications and awards. Is the liaison between the Sheriff's Office and the County's Economic Development Coordinator. Submits all quarterly and annual reports and billings on existing grants in a timely manner. Drafts contracts to Board Chair.
5. **INSPECTOR:** Makes annual inspections of all Divisions of the Sheriff's Office, checking for, but not limited to the following: uniform cleanliness and neatness; equipment cleanliness and accountability; all reports and follow-up investigations filed in a timely manner; daily logs up-to-date; checks and balance on inmates and property.
6. **TECHNICAL SERVICES-EVIDENCE CUSTODIAN/QUARTERMASTER:** Assists in preparation of budget. Oversees entire Data and Telecommunications system; maintaining and upgrading of same. Oversees I.C.S.O. involvement on 911 Advisory Board. Oversees overall operation of Physical Plant. Assists in computerization of the Evidence Room. Makes sure evidence is maintained properly and disposed of in a timely manner. Oversees the distribution and accountability of uniforms and equipment. Oversees the inventorying of each and every Division of the Ingham County Sheriff's Office.
7. **FLEET SERVICES:** Monitors the maintenance and repair of all fleet vehicles. Establishes and maintains accountability system for all parts, supplies, tools, and equipment.
8. **SUPERVISORY:** Directly manages staff in Technical Services, Training, Quartermaster, Vehicles, Central Records, Community Services, DARE Program, Volunteer Services, and Emergency Management.
9. Performs related duties as required.

### Other Functions

10. None listed.

### Other Requirements:

**License:** Must possess and maintain a valid Michigan driver's license.

### Employment Qualifications

**Education:** Must have a Bachelor's degree in Police Administration, Criminal Justice, or related area.

**Experience:** A minimum of seven years police department work experience required. Prior experience and a combination with police work and corrections desired.

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**Other Requirements:**

M.C.O.L.E.S. certification recommended.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**Physical Requirements:** (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

- Ability to drive vehicle in all types of weather.
- Ability to bend, stoop and kneel to perform emergency functions.
- Ability to operate telecommunications equipment.
- Ability to enter and retrieve information from computers.
- Ability to operate audiovisual and training equipment.

**Working Conditions:**

- Required to work outside in all sorts of adverse weather conditions.
- Exposure to contact with bodily fluids, airborne pathogens and contaminated environments.
- Exposure to various weather and driving conditions associated with extensive in and out of county travel.
- Exposure to fire, hazardous materials, explosive products, and other hazards.
- Exposure to critical incidents and emergency operations.
- Exposure to inside of jail.