



# "People to match our mountains"

BUNCOMBE COUNTY, NORTH CAROLINA

## Buncombe County, North Carolina is seeking a Major.

*The community* boasts unparalleled aesthetic beauty in tandem with established and ever growing cosmopolitan amenities. With a population of nearly 260,000 people and spanning 660 square miles, Buncombe County is the perfect intersection of mountain charm and creature comforts. Asheville is the county seat, and there are five other municipalities as well as a diverse mix of unincorporated areas. Here you'll find a unique mix of urban and rural communities, all a short drive from cities such as Charlotte, Atlanta, Knoxville, and more. Buncombe is known for its natural beauty and is surrounded by multiple national parks. An evening drive on the Blue Ridge Parkway is an unforgettable scenic trip with breathtaking views of our majestic mountains.

More than 225 years old, Buncombe County was home to many indigenous towns primarily occupied by the Cherokee People, but was also home to other indigenous cultures like the Catawba People. Buncombe County has compiled an impressive roster of historically notable visitors and residents such as George Vanderbilt, E.W. Grove, Thomas Wolfe, F. Scott Fitzgerald, Nina Simone, Roberta Flack, and others whose imprints are scattered throughout the county. The iconic Biltmore House is the country's largest privately owned residence, still owned by George Vanderbilt's descendants and receives more than one million visitors every year.

Buncombe County is home to two innovative public school systems, charter schools, a community college with diverse offerings, private colleges, and the University of North Carolina at Asheville.

Whether it be venerable institutions or up-and-coming businesses, Buncombe County has the infrastructure, outdoor amenities, and quality of life that continues to attract top-notch talent from around the world.







## **The Position: Major**

Buncombe County is a caring community in harmony with its environment where residents succeed, thrive, and realize their potential. Our mission is to promote a healthy, safe, well-educated, and thriving community with a sustainable quality of life; to provide effective and efficient government our residents can trust; and to deliver needed service through a responsive work force committed to excellence, integrity, and teamwork.

The primary purpose of this position is to perform administrative and supervisory law enforcement work in the operation of the Sheriff's Office and/or Detention facility to ensure the safety and security of County residents.

**Minimum education, training, and/or experience (required at time of hire):** Associate's degree in law enforcement and/or jail management administration, criminal justice, or a related field and nine (9) years of experience in law enforcement and/or jail management work, including experience in an administrative or command capacity; or an equivalent combination of education and experience.

**Additional training and experience:** None.

**License or certification required by statute or regulation:** Certification as a law enforcement officer in accordance with the North Carolina Sheriffs' Training and Standards Commission or the ability to become Certified. Valid driver's license.

**Physical requirements:** The work is primarily light work requiring exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

**Typical work schedule:**

- Adheres to assigned work schedule as outlined in the Sheriff's Office and County attendance policies and procedures.
- Regular, predictable attendance is essential.

**Essential functions of the position:**

- Observe and evaluate the work of personnel under their supervision to ensure adherence to accepted office standards of performance; plan and direct activities of the assigned department.
- Compile and maintain necessary records and reports for the assigned division; explain and interpret Sheriff's Office rules and regulations to departmental personnel.
- Oversee the day-to-day operations of all enforcement personnel and evaluate Sheriff's Office enforcement efforts; determine staffing and equipment needs; make assignments and transmit communications, orders, policies, and other administrative directives to personnel.
- Enforce laws and takes action in all matters as may legally fall within the jurisdiction of the Sheriff.
- Provide recommendations for promotion, transfer, and hiring of employees.
- Assist in handling with internal and external complaints.
- Assist in the development and updates of policy and procedures manual.
- Conduct research of state laws and provide the information to personnel.

**Detention Center**

- Inspect operations when necessary.
- Supervise commitment, confinement, and release of detainees; assure that all proper legal forms are completed and maintain a complete records system on all jail activities.
- Supervise the preparation and serving of all meals to detainees.

**Sheriff's Office**

- Serve as duty officer and maintains on-call status for all emergencies.
- Compile data for "Calls for Service" and "Response Times" and prepare graphs and charts for management.
- Performs other related duties as assigned.

**Knowledge, skills, and other abilities:**

- Knowledge of modern law enforcement methods and practices and of the principles and practices of law enforcement and/or jail management administration.
- Knowledge of departmental policies and procedures and of the applicable federal, state, and local laws pertaining to law enforcement and/or jail management.

- Knowledge of the principles of supervision, organization, and administration.
- Knowledge of the current literature, trends, and developments in the field of law enforcement and/or jail management administration.
- Skill in the use of firearms and other law enforcement equipment.
- Ability to observe and evaluate the work of personnel.
- Ability analyze complex administrative and technical law enforcement problems.
- Ability to plan, direct, and coordinate the work of subordinates.
- Ability to exercise leadership and sound judgment in routine and emergency situations.
- Ability to deal firmly and tactfully with the public.
- Ability to express ideas effectively orally and in writing.
- Ability to establish and maintain effective working relations as necessitated by work assignments.

**Organization Conformance Standards for all positions:**

- Interact with other employees, customers and partners in an effective manner, with professionalism and cultural competency; work effectively and efficiently as a team contributor including interacting, communicate clearly and effectively both orally and in writing.
- Maintain knowledge of the agency organizational rules, policies, procedures, services and mission.
- Plan, prioritize, and organize work effectively to produce quality work with measurable results and within identified deadlines.
- Function in highly stressful circumstances and demonstrate the ability to adapt to changing priorities, deadlines and directions; ability to maintain calm demeanor while dealing with stressful situations and customers.
- Conduct business in an ethical manner at all times while maintaining a high level of professionalism and confidentiality; coordinate work efforts with other employees and organizations to accomplish a common task.
- Safely and successfully perform the essential job functions consistent with ADAAA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Maintain regular, punctual attendance consistent with ADAAA, FMLA and other federal state and local standards.
- Ability to successfully pass a drug screen and criminal background check.

**Supervision received:** Receives broad directions to independently determine work objectives, sets priorities within programs/divisions, and guides department priorities and objectives.

**Supervisory and leadership responsibilities:**

Supervise a division, program or process with accountability for operations and results, responsibility for employee development, assignment and flow of work, and appraisal. Work activities involve managerial decisions that directly affect the efficiency, costs, reputation and service quality of the division, program, or process. May assist with developing budgets and/or distributing budgeted funds.

**Decision making and problem solving:**

Problems may be of a more ambiguous level requiring a range of possible solutions. Decisions are based on understanding of policies and procedures and requires critical thinking. May develop new strategies to deal with problems.

**Department:** Sheriff's Office

**Location:** Asheville, NC

**Salary range:** \$87,930.73 - \$103,912.65

Buncombe County Government realizes the importance of a diverse professional workforce and the need to foster a responsive and innovative organizational culture, one that fully engages all of our employees, honoring and building on each employee's unique experiences, opinions, and perspective.

It is the policy of Buncombe County to provide equal employment opportunities (EEO) to all persons regardless of race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran status, genetic information, sexual orientation, gender identity or any other legally protected class under federal or NC State law. In addition the Agency expressly prohibits any form of workplace harassment or discrimination.

Applicants for employment are invited to participate in the affirmative action program by reporting their status as a protected veteran or other minority. In extending this invitation, we advise you that: (a) workers (applicants) are under no obligation to respond but may do so in the future if they choose; (b) responses will remain confidential within the human resource department; and (c) responses will be used only for the necessary information to include in our affirmative action program. We are a company that values diversity. We actively encourage women, minorities, veterans and disabled employees to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

To apply, visit [buncombecounty.org/jobs](https://buncombecounty.org/jobs)

