

Employment Announcement

Wasatch County Sheriff's Office seeks full time Administrative Services Director. (Grade R \$91,790-\$104,769) plus excellent benefits package. This position directly assists the Sheriff in overseeing, coordinating, and managing the administrative functions of the Office, including planning, policy, technology, community programs, training, and special projects. Full performance of complex duties in expediting the financial administrative processes for the Office. Requires equivalent to a Bachelor's Degree in Accounting, Business Management, Finance or related field of study, keyboarding skills at 40 WPM, and Five (5) years broad executive-level law enforcement experience, or general public administration experience. Fluency in Spanish-speaking is desirable. Extensive administrative law enforcement experience in medium to large-sized law enforcement agency preferred. Experience in successfully managing, or assisting in managing a multi-million dollar law enforcement budget. Wasatch County Employment Application and complete job description are available from the Wasatch County Personnel Office 55 S 500 E Heber City UT 84032 or www.wasatchcounty.gov/employment. Completed applications, including Resume must be submitted to the Personnel Office at the above address or emailed to: personnel@wasatch.utah.gov by 5:00 PM, Friday, April 18, 2025. Wasatch County is an EOE.

WASATCH COUNTY JOB DESCRIPTION

TITLE: Administrative Services Director
GRADE NUMBER: Grade R - \$91,790-\$104,769
EFFECTIVE DATE: February, 2019 Revised 03-2025
DEPARTMENT: Sheriff

JOB SUMMARY

The Administrative Services Director directly assists the Sheriff in overseeing, coordinating, and managing the administrative functions of the Office, including planning, policy, technology, community programs, training, and special projects. Full performance of complex duties in expediting the financial administrative processes for the Office.

ESSENTIAL FUNCTIONS

- Assists the Sheriff in developing the Office's strategic plans, including the Sheriff's Five and Ten Year Plans.
- Coordinates and manages all new employee and promotional testing for the Sheriff's Office.
- Provides command level expertise in developing employee evaluations for deputy sheriffs.
- Assists the Sheriff in developing office budget with full performance of complex duties in expediting the financial administrative processes for the Office including fiscal oversight of assigned office functions and programs to assure compliance with adopted budgets and County fiscal policies.
- Coordinates with the Auditor's Office to establish and maintain contracts and grants; monitors funds spent and received in relationship to contracts.
- Oversee the billing, receipt, and accounting of revenues and expenditures for service fee programs.
- Conducts fiscal and administrative analyses of existing office programs and operations.
- Writes and manages the Sheriff's Office policy as the Sheriff and the law direct.
- Maintains the Lexipol Policy software including issuing Daily Training Bulletins.
- Assists in managing the integration and use of required police technology.
- Assists in developing best practices in utilizing intelligence and information.
- Supervises administrative staff with scheduling, assignment of workload, and duties and responsibilities. Completes annual performance appraisals.

- Assists in developing and implementing community programs.
- Assists the Sheriff in creating the proper messaging within and outside the Office.
- May assist in speaking Spanish in administrative settings
- Manages and assigns special projects for the Sheriff and the Office.
- Assists all divisions of the office with special projects and needs.
- Assist in background investigations and maintains reports as directed.
- Makes recommendations for Sheriff's Office and POST initiatives that are focused and aligned on improving operational and program efficiencies and effectiveness.
- Posts training events for Sheriff's Office staff.
- Monitors training and works with divisions of the Sheriff's Office to ensure employees have met required annual trainings.
- Provides certification of training hours to POST.
- Manages the ACADIS POST portal for all sworn employees.
- Orders and tracks official badges and patches for the office.
- Manages the ingress and egress of new and terminating employees.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative relationships with those contacted in the course of work activities.

Skill in written and verbal communication. Knowledge of various computer applications including word processing, data entry, spreadsheets, Lexipol, Target Solutions, Vector Solutions, and Acadis. Ability to distill relevant and useful elements from vast amounts of information.

Working knowledge of the principles of local government administrations, specifically in a law enforcement setting and personnel administration. Ability to use correct grammar, spelling, and punctuation. Knowledge of basic reading, writing, and math. Ability to understand and follow clear work instructions.

PHYSICAL DEMANDS

Typically sit at a desk or table. Occasionally walk, stand, or stoop. Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 30 pounds. Use tools or equipment requiring a degree of dexterity. Work for periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room.

EDUCATION AND EXPERIENCE

Requires equivalent to a Bachelor's Degree in Accounting, Business Management or Finance related field of study. Fluency in Spanish-speaking is desirable.

At least five (5) years broad executive-level law enforcement experience or general public administration experience. Extensive administrative law enforcement experience in medium to large-sized law enforcement agency preferred. Experience in successfully managing, or assisting in managing a multi-million dollar law enforcement budget.

Keyboarding skills at 40 WPM net.

LICENSING AND CERTIFICATION

Utah State driver's license

****This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**