



King County Chief of Support Services - KCSO

SALARY	\$86.13 - \$109.18 Hourly \$179,150.40 - \$227,094.40 Annually	LOCATION	Seattle, WA
JOB TYPE	Appointed	JOB NUMBER	2023JK19719
DEPARTMENT	KCSO - Sheriff's Office	DIVISION	Sheriff Policy Direction
OPENING DATE	08/11/2023	CLOSING DATE	9/18/2023 11:59 PM Pacific
FLSA	Exempt	BARGAINING UNIT	Z3 : KC Personnel Guidelines

Summary

Who May Apply: This position will be appointed by the Sheriff and is open to both current KCSO employees and the public.



This recruitment is open August 11 through September 18, 2023.

The first review of applications is scheduled to begin on Monday, August 21, 2023.

Interested candidates are encouraged to apply as soon as possible.



The King County Sheriff's Office (KCSO) is looking for a senior management professional (Commissioned or Non-Commissioned) to lead their Support Services Division. This division director position will hold the rank of Division Chief within the Sheriff's Office Executive Leadership Team. As the **Support Services Division Chief**, you will provide direction and leadership of our Administrative Services, Court Security, Training, Information Services, Human Resources and 911 Communications Sections within the KCSO.

Although the Sheriff's Office generally hires from within for senior leader positions, KCSO is broadening the pool of potential candidates to include those from outside the agency. Division Chiefs report to the Undersheriff (#2 position) in the Sheriff's Office, but there is daily interaction with the Sheriff and other members of the Executive Team. The candidate selected for the assignment will be appointed by the Sheriff.

KCSO's mission is to be a trusted partner in fighting crime and improving the quality of life for our residents and guests.

The hallmarks of service in the Office are **Integrity, Teamwork, Service and Leadership**. The KCSO strives to develop trust in our community by demonstrating transparency and accountability. With a commissioned staff of more than 790 and 300 professional staff, we are among the largest sheriff's departments in the country. Our deputies have opportunities to serve in many different communities, including unincorporated King County, numerous contract city police departments, transit police agencies, and so many more.

Job Duties

As the Chief of Support Services, you will be relied on to:

- Provide effective leadership for division activities and staff to promote efficiency and productivity; model and maintain high standards of conduct.
- Limit financial liability exposure for the county by sound and effective hiring and training of public safety personnel; ensure compliance with legal mandates, weapons permit issuance, records disclosure, and other relevant matters.
- Provide necessary direction, policies and resources to accomplish E-9-1-1 emergency call answering responsibilities.
- Develop, manage, and control division budget to ensure fiscal integrity and balance.
- Oversee the maintenance of inventory, control and security of all department fixed assets, supplies, equipment, property, and evidence.
- Supervise and direct the work of division staff; hire, train, coach, evaluate, discipline staff as needed.
- Represent and act in the absence of the Sheriff.

Experience, Qualifications, Knowledge, Skills

To be considered for this position, candidates are required to have the following education and/or experience:

- A bachelor's degree, preferably in public administration or related field; and.
- Four or more years of progressive management level experience as either a civilian or commissioned manager (commander) in a medium to large law enforcement agency; or.
- Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.

Submit a cover letter that conveys:

- Demonstrated ability to actively engage with the community in a professional and approachable manner that promotes and maintains trust between community and King County government.
- Demonstrated experience leading a large agency or company at the administration and operations director level.
- Demonstrated planning, goal setting and budget administration.
- Excellent organizational, time management, and communication skills.
- Experience delivering prompt and responsive customer service; able to promote the same expectations at all levels in the organization.
- Demonstrated commitment to leading, inspiring, and supporting both commissioned and professional staff in their daily work.
- The ability to work effectively and collaboratively with King County Council, Executive's Office and the Sheriff's Office leadership team.
- Able to set an example for and mentor subordinates on successfully working in a team environment.
- Ability to look for and implement creative solutions to address concerns by collaborating with human services agencies, police personnel, and community members.
- Established reputation as having outstanding self-motivation and strong initiative to get things done.
- Basic understanding of contracting and police department budgeting.
- Experience with or direct knowledge of administration and operations in a law enforcement agency.

Application Process:

To be considered for this position, the following items must be completed. All application materials will be evaluated for

clarity, completeness, and competitiveness, The cover letter will be evaluated for grammar, punctuation, and clarity.

- Complete an online employment application via www.governmentjobs.com. Employment history should go back ten (10) years and include all relevant experience.
- Submit a cover letter detailing how your qualifications and experience meet or exceed the qualifications stated in the job bulletin.
- A resume that includes all relevant employment history.

Application materials must be submitted no later than 11:59 PM, Monday, September 18, 2023.

Selection Process: The most competitive candidates will be invited to an oral board exam/interview. Finalists will then meet with the Sheriff and Undersheriff for final selection.

Work Schedule: The usual work week for this position is 40 hours per week (weekdays, approximately 8:00 a.m. to 5:00 p.m.) Hours may vary based on business need, and may include some occasional early morning, evening, and weekend hours.

Work Location: This position is based at the King County Courthouse in downtown Seattle.

Contact Information: If you have questions regarding this recruitment please contact:

Jessica Klein, HR Manager III, Department of Human Resources

Jessica.Klein@kingcounty.gov

206-263-2543

Supplemental Information

Forbes named King County as one of Washington State's best employers.

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? [Come join the team](#) dedicated to serving one of the nation's best places to live, work and play.

Guided by our "[True North](#)", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles - we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To Apply

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact the recruiter listed on this job announcement.

Benefits

King County offers a highly-competitive compensation and benefits package designed to meet the diverse needs of our employees and support our employees' health and well-being. Eligible positions receive the following benefits and have access to the following programs:

- Medical, dental, and vision coverage: King County pays 100% of the premiums for eligible employees and family members
- Life and disability insurance: employees are provided basic coverage and given the opportunity to purchase additional insurance for both the employee and eligible dependents
- Retirement: King County employees are eligible to participate in a pension plan through the Washington State Department of Retirement Systems and a 457(b) deferred-compensation plan
- Transportation program and ORCA transit pass
- 12 paid holidays each year plus two personal holidays
- Generous vacation and paid sick leave
- Paid parental, family and medical, and volunteer leaves
- Flexible Spending Account
- Wellness programs
- Onsite activity centers
- Employee Giving Program
- Employee assistance programs
- Flexible schedules and telecommuting options, depending on position
- Training and career development programs

For additional information about employee benefits, visit our [Benefits, Payroll, and Retirement Page](#).

This is a general description of the benefits offered to eligible King County employees, and every effort has been made to ensure its accuracy. If any information on this document conflicts with the provisions of a collective bargaining agreement (CBA), the CBA prevails.

NOTE: Benefits for Term Limited Temporary (TLT) or Short Term Temporary (STT) positions, including leave eligibility and/or participation in the pension plan through the Washington State Department of Retirement Systems, will vary based upon the terms and details of the position. Short Term Temporary positions are not eligible for an ORCA transit pass.

For inquiries about the specifics of this position, please contact the recruiter identified on this job posting.

Agency

King County

Address

King Street Center
201 South Jackson Street
Seattle, Washington, 98104

Phone

206-477-3404

Website

<http://www.kingcounty.gov/>

Chief of Support Services - KCSO Supplemental Questionnaire

*QUESTION 1

The background of all King County Sheriff's Office employees and applicants are thoroughly checked. The required background investigation will review and evaluate driving records, criminal records, criminal behavior, employment histories, military records, personal and employment references, and related information. Candidates who pass the initial background investigation will be required to complete a polygraph. Are you willing to undergo a background investigation and polygraph examination as part of the employment process?

☐ Yes

☐ No

***QUESTION 2**

How many years of progressive, management level experience do you have in a medium to large law enforcement agency?

- ☐ Less than one (1) year experience.
- ☐ One - two (1-2) years' experience.
- ☐ Two to four (2-4) years' experience
- ☐ Four to five (4-5) years' experience
- ☐ Over five (5) years' experience.
- ☐ None

***QUESTION 3**

Describe the size of the law enforcement agency with whom you are/were employed. Include number of commissioned positions.

***QUESTION 4**

Do you have a degree in public administration or a related field?

- ☐ Yes
- ☐ No

***QUESTION 5**

Please list all degrees and certifications that are relevant to the qualifications for this position. N/A if there are none.

* Required Question