

**CITY OF SUGAR HILL, GEORGIA  
JOB DESCRIPTION**

**POSITION TITLE:** Deputy Chief Marshal

**DEPARTMENT(S):** Public Safety

**REPORTS TO:** Chief Marshal/Public Safety Director

**POSITION SUMMARY:**

This is a sworn, management position for the City of Sugar Hill reporting directly to the Chief Marshal. The successful candidate will perform complex administrative work directing the operational activities of the Marshal's Office. Work involves overseeing the daily operations of the Marshal's Office and assisting the Chief Marshal in developing and carrying out the mission and vision for the department. Work is performed in conjunction with and in assistance to the Chief Marshal. Work in this class is extremely independent and requires a high level of responsibility and decision making.

The Deputy Chief Marshal position exercises considerable accountability and responsibility. The position will serve as the Acting Chief Marshal in the absence of the Chief Marshal and may be the Incident Commander during major events.

The Deputy Chief Marshal reports to the Chief Marshal and has responsibility for performing general and specialized law enforcement duties and administrative work in the coordination, planning, review and supervision of the activities in the department. The Deputy Chief Marshal has direct supervision of personnel and activities, including supervising subordinate leaders and staff. Work includes assisting in developing and managing the department budget, monitoring for safe working conditions, investigating complaints from citizens concerning department policies or officer conduct; assuring quality control; researching leading practices and revising policies and procedures as needed; assisting the Chief Marshal in researching and implementing improvements in departmental services; and any other work assigned. Work is performed in accordance with departmental and City policies and State and Federal law, supplemented with specific directions from the Chief Marshal. Work is performed under the general supervision of the Chief Marshal and is evaluated through observation, discussion and review of reports.

This is an "at-will" position, and the incumbent serves at the discretion of the Chief Marshal and the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example and correctly applies the tenets of the City's Code of Ethics and Values.

**POSITION DUTIES:**

- Manages staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; communicating the expectations of all public safety employees to ensure group and role clarity; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations to the Chief Marshal.
- Assists in directing the activities of the department, which includes planning, budgeting, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings;

- Understands the duties of the officers in the department
- Ability to and does perform their functions when necessary;
- Ensures compliance with Federal, State, and Local laws, regulations, codes, and/or standards.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge of state and federal laws, local ordinances, policies and written directives of the department and of law enforcement principles, practices, methods and equipment.
- Working knowledge of the application of computers to modern law enforcement work.
- Skill in the use of firearms and other police equipment as required to maintain state certification and comply with state mandates.
- Ability to act with sound judgment in routine and emergency situations.
- Ability to communicate effectively in oral and written forms.
- Ability to present effective court testimony and make public presentations.
- Ability to prepare clear and concise administrative and activity reports.
- Ability to build and maintain cooperative and effective public relations with the citizens, department staff, and City officials.
- Ability to lead and direct the activities of City Marshals.
- Ability to maintain cooperative relationships with other City officials and with the general public.
- Ability to evaluate the effectiveness of police operations and to institute improvements.
- Ability to use resourcefulness and sound judgment in emergencies.
- Ability to analyze complex law enforcement problems and situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to enforce laws firmly and to maintain satisfactory public relations.

**DESIRABLE QUALIFICATIONS:**

Bachelor's degree in a closely related field and ten (10) years of progressively responsible experience related to the area of government management, criminal justice, fire science or public administration including five years in an upper executive management position; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the Deputy Chief Marshal for the City of Sugar Hill such as those listed above.

Licensing:

- Valid Georgia Driver's License.
- Georgia POST Certified Peace Officer.
- Georgia POST Intermediate and Advance Certification.
- Georgia POST Supervision and Management Certification.

**SUPERVISION RECEIVED:**

Works under the general direction of the Chief Marshal.

**SUPERVISION EXERCISED:**

Supervises sworn, professional, paraprofessional, clerical, and other personnel as assigned.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The conditions herein are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Office, outdoors, and natural environment; exposure to cold, heat, sun, rain, sleet, snow, noise, and dust; work at heights.
- Physical: Sufficient physical ability to work in an office setting; work around equipment and machinery; walk, stand or sit for prolonged periods; moderate to heavy lifting and carrying; bending, stooping, kneeling, crawling.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate the equipment.
- Hearing: Hear in the normal audio range with or without correction.
- Positions in this class typically require: talking, hearing, seeing, and repetitive motions.
- Medium Duty Work: Exerting 25 pounds of force on average occasionally, and/or up-to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Incumbents may be subjected to disruptive people, threatening environment, and travel.
- This position may require: 24 hours on-call assignment, overtime, or working weekends, holidays, 10-hour, 12-hour, and rotating shifts.

**NOTE:**

This job description is intended to represent only the key areas of responsibility; specific position assignments will vary depending on the business needs of the City of Sugar Hill as defined by the City Manager and/or clarified by ordinance or policy adopted by the Mayor and City Council.

This job description for the Director of Public Safety has been reviewed and approved on  
by:

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have read this job description and understand the duties  
assigned and the expectations of my performance.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date