



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

COUNTY MARSHAL

DAWSON COUNTY MARSHAL'S OFFICE

Full-Time/Salary/Exempt

JOB SUMMARY

The essential function of this position is to direct and manage the operations of the County Marshal's Office in compliance with applicable codes, ordinances, regulations and laws. The position is responsible for supervising staff, short- and long-range planning, training, enforcing codes and laws, providing customer service, approving alcohol licenses, developing and ensuring compliance by staff with policy and procedures, reviewing and approving reports, developing annual budget, and performing administrative functions of the department.

ESSENTIAL DUTIES

- Supervises staff including organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, and disciplining up to termination.
- Provides oversight and assistance to employees; interacts with the public to provide information or resolve complaints/issues; conducts investigations as appropriate.
- Approves reports prepared by departmental staff, enters data into computer system, prepares court case files and testifies in court as required.
- Collaborates with senior management to develop short- and long-range plans; oversees implementation of plans to ensure adherence to organizational standards, policy and procedures, and to make adjustments as needed.
- Develops, presents, and defends agency budget requirements; oversees and approves departmental expenditures, and prepares financial forms and reports.
- Directs the inspection of business licenses and approves beer, wine and liquor licenses.
- Communicates with and provides assistance to other law enforcement and emergency agencies/departments as required.
- Develops policies and procedures in consultation with senior management to ensure efficient and economical agency operations; evaluates results to ensure compliance and to identify deficiencies.
- Manages administrative matters such as preparing periodic employee performance evaluations, approving time sheets, conducting special studies, preparing routine or special reports or duty rosters, reviewing and evaluating officer training files for compliance with state laws, or providing for staff technical or professional growth.
- Attends and/or conducts staff, commission, planning, or other professional meetings and conferences to exchange information; attends technical or professional seminars or conferences to improve professional skills and to maintain certification.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- relevant county ordinances, policies, and procedures; state and federal laws and reporting requirements.
- legal actions applicable to code enforcement and animal control compliance.
- department rules, regulations, policies, and procedures.
- geography of the county; including roads, streets, subdivisions, and zoned areas.
- principles and procedures of record keeping.
- methods and techniques of business correspondence and technical report preparation.
- general office practices and computerized systems for the maintenance of records.
- occupational hazards and standard safety practices.

SKILLED IN:

- performing basic mathematical calculations.
- methods and techniques of conducting and documenting field investigations.
- utilizing such modern office equipment as a computer, typewriter, calculator, copier, postage meter, check writer, and facsimile machine.
- effective public relations practices.
- oral and written communications including presentation and public speaking skills.

ABILITY TO:

- provide professional leadership and direction to Marshal's Office staff; select, manage, direct and coordinate the work of all office and field staff.
- provide technical information to the general public pertaining to enforcement, interpretation, and processes of animal control, zoning, and other applicable ordinances.
- perform responsible and difficult work involving the use of independent judgment and personal initiative.
- enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
- establish and maintain effective working relationships with staff, co-workers, elected officials, individual citizens, governmental agencies and departments, contractors, and vendors.
- participate in long-range and strategic planning.
- work effectively under pressure and deadlines with consistent interruptions.
- effectively solve problems.

COMPLEXITY

The work consists of understanding and applying local ordinances, state and federal laws, and department policies and procedures for the entire County. These guidelines are generally clear and specific, but require some interpretation in application. The work is done to meet the goals and needs of Board of Commissioners and taxpayers.

CONTACTS

Contacts are typically with co-workers, department heads, other county employees, elected officials, representatives of other county and city governments, and the general public. Contacts are typically to give or exchange information, resolve problems, and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance:

The purpose of this position is to ensure compliance with all state and federal law and local ordinances.

Physical Ability:

Primary functions require sufficient physical ability and mobility to work in an office and field environment; The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light to moderately heavy objects; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Environmental Factors:

The work is typically performed in a variety of situations both indoor and outdoor; work alone; travel from site to site; incumbents may be exposed to noise, dust, dirt and machinery with moving parts, construction debris inclement weather conditions, and potentially hostile environments.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The County Marshal works independently with general direction from the County Manager and Board of Commissioners. Completed work is determined through performance results. This position has direct supervision over the County Marshal's Office staff.

MINIMUM QUALIFICATIONS

- Completion of the State of Georgia P.O.S.T. certification preferred but not required.
- Code Enforcement certification preferred; and/or knowledge and level of competency commonly associated with completion of an Associate's Degree in criminal justice, public administration or closely related field.
- Three years' experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.

- Sufficient experience to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with two to three years' experience in law enforcement or enforcement of municipal codes.
- Geographic knowledge of Dawson County roads, subdivisions, and zoned areas.
- Applicant must possess a valid Georgia Driver's License and maintain a satisfactory Motor Vehicle Record (MVR).
- Applicant must pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____