

LANCASTER COUNTY  
SHERIFF'S BUSINESS MANAGER

NATURE OF WORK

This is responsible administrative work overseeing and directing the fiscal and business operations of the Sheriff's Office.

Work involves overseeing the fiscal and operational management, including budget, inventory and day to day operations for the Sheriff's Office. Work is performed independently with work being reviewed by an administrative superior in the form of written reports, direct reporting and results achieved. Supervision is exercised over employees.

EXAMPLES OF WORK PERFORMED

Oversee the development and management of the Sheriff's Office budget.

Conduct thorough research and analysis to forecast financial needs and trends; prepare and present annual budgets for review and approval; monitor and report on budget performance, ensuring accuracy and timeliness.

Manage inventory control and conduct regular physical counts.

Monitor and reconcile financial accounts, ensuring accurate documentation; prepare and distribute various financial reports, including audit and County Board reports.

Oversee revenue management, contract compliance, and financial audits; ensure adherence to financial regulations and guidelines.

Supervise the hiring and evaluation process for professional staff; provide ongoing feedback and conduct performance evaluations.

Communicate regularly with the Chief Deputy and ensure adherence to purchasing guidelines.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of understanding and interpreting Sheriff's Office policies and procedures, federal and state enforcement policies and procedures, County Personnel Rules and union contracts.

Considerable knowledge in understanding and interpreting organizational policies and protocols within a diverse range of industries or sectors.

Considerable knowledge of federal and state regulatory frameworks beyond law enforcement, demonstrating adaptability in navigating different regulatory environments.

Considerable knowledge in financial management concepts extending beyond county finance, illustrating adaptability in budgeting and accounting practices across different sectors.

Knowledge of personnel management principles beyond county-specific rules and union contracts, showcasing a broader understanding of HR practices.

Knowledge of management theories and organizational behavior, indicating versatility in applying principles to various contexts.

Knowledge in conducting research using diverse methodologies beyond conventional techniques, showcasing innovation and resourcefulness.

Ability to synthesize and analyze complex data sets to inform decision-making and operational strategies, displaying a capacity for strategic thinking and problem-solving.

Ability to communicate findings and recommendations effectively, demonstrating clarity and persuasiveness in both written and verbal communication.

Ability to foster collaboration and build partnerships across diverse stakeholders and departments, facilitating collective achievement of organizational goals.

Ability to communicate effectively to convey complex ideas to diverse audiences, both orally and in writing.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, accounting or related field plus four years of experience in a responsible administrative or supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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