**State of Vermont Department of State’s Attorneys and Sheriffs**

The Department of State’s Attorneys and Sheriffs in Montpelier, Vermont is hiring a Director of Sheriff Operations. The position provides leadership, direction, advice, coordination and evaluation of the work and programs required of the Sheriffs and SAS State Transport Deputies, and help to implement reforms required by Act 30, including, but not limited to, new policies and procedures to achieve efficiencies, best practices, and improvements in the mandated work. Incumbent will lead planning and implementation efforts for reforms under Act 30 and other initiatives. Must manage concurrent work projects. Responsible for ensuring training occurs for State Transport Deputies upon hire and throughout the year (may include per diem staff who participate in transport activities). May assist Sheriffs Executive Committee with coordinating training for Sheriffs. Incumbent will assist with data collection for collective bargaining, legislative work or initiatives, and other reports. Incumbent will research and write policies and procedures, and/or work with the Department of SAS and the Sheriffs to fulfill work tasks as outlined in Act 30

**Knowledge, Skills and Abilities**:

Ability to lead, develop, plan, direct, implement, and manage a variety of concurrent cross-functional projects that involve multiple State and external entities. Thorough knowledge of the criminal justice system, including interaction with the courts, prosecutors, defense counsel, and stakeholders. Excellent written and verbal communications skills. Demonstrated organization and project management capabilities. Ability to analyze and evaluate a wide variety of data and situations and formulate creative, effective solutions. Ability to establish and maintain effective, collaborative working relationships with internal and external partners, including strong team building and negotiation skills. Ability to work independently with minimal supervisions and make sound and balanced decisions.

**Environmental Factors**: Duties are performed primarily in a standard office setting, but travel to Sheriffs’ offices, partner agencies, etc., is expected, for which private means of transportation must be available. Some work outside of normal office hours may be anticipated. Stress may be encountered from deadlines, responsibility for multiple concurrent projects, leading teams with potentially strong and sometimes conflicting opinions, and from working in a public setting.

**Minimum Qualifications**:Bachelor’s Degree in law, criminal justice, public administration, organizational management, or other relevant academic discipline; and professional level work experience within the criminal justice and legal system(s). Experience in budgeting, policy development, personnel administration, contract management, data compilation and analysis, report writing. In lieu of Bachelor’s Degree, relevant work experience (in the areas noted above) may be considered on a semester-to-six month work experience basis.

**Preferred Qualifications**: Executive or management level work in a law enforcement agency (state, federal or municipal); experience as a certified law enforcement officer; or experience as a Vermont-bar admitted attorney specifically working within the Vermont criminal justice system, preferably as a prosecutor.

Experience in legislative research and testimony

**Special Requirements**: Candidate must pass a background check including criminal record and motor vehicle driving records, and national record check if appropriate. Must pass State of Vermont Tax Compliance.

**\*\*DO NOT APPLY ONLINE\*\*** Interested applicants must send a brief cover letter, current resume including starting and ending month and year for each job, education, and a list of three (3) work-related references with daytime phone numbers, to: Labor Relations and Operations Director Annie Noonan, [annie.noonan@vermont.gov](mailto:annie.noonan@vermont.gov) and to Executive Assistant Ashley Perry, [sas.jobs@vermont.gov](mailto:sas.jobs@vermont.gov).

*The Vermont Department of State’s Attorneys and Sheriffs is committed to equal employment opportunity for all persons, and providing a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, protected veteran or disabled status, genetic information, or crime victim status.*