



National Sheriffs' Association

Classification Description

The statements within this job description are intended to describe the general nature and level of work being performed by individuals assigned to this position. This description is not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel assigned to this position. This job description is subject to change as the needs and requirements of the job change.

Position Description – Executive Director

Under the general direction of the Executive Committee, officers and board of directors, the Executive Director serves as the association's chief executive officer. The Executive Director is responsible for implementing the Association's mission, goals, objectives, and directives as created by the board of directors. The Executive Director has general and active management of the business of the Association in accordance with the adopted directives and instruction of the Executive Committee, officers and board of directors.

An important and essential job function is living the NSA's Code of Ethics – integrity, fairness, commitment, and accountability. **Integrity** is the foundation upon which our team builds relationships and trust. **Fairness** to ourselves, each other, and those that we interact with works to preserve an environment in which everyone can feel engaged and safe in their role. With **accountability** and **commitment** to the position, the team and organization permit individuals to excel and be successful at NSA. We practice these values in our interactions with all sheriffs and sheriff's office staff, the members of our organization, and the citizens and visitors we serve.

In addition, the Executive Director will adhere to and support to the objectives set forth in the association's constitution and bylaws:

- 1) To encourage and promote fair and efficient administration of criminal justice throughout the United States.
- 2) To encourage protection of the jurisdiction of the sheriff as a constitutional/statutory officer, and to support sheriffs throughout the United States in their efforts to discharge their law enforcement, corrections, and judicial responsibilities in a fair, efficient, and professional manner.

- 3) To cooperate with criminal justice agencies and other public and private organizations dedicated to the reduction of crime and improvement of law enforcement.
- 4) To encourage and to assist local state associations of sheriffs and other law enforcement officers to develop and encourage the practice of high standards of personal and professional conduct among sheriffs and other law enforcement officers.
- 5) To develop and encourage the practice of high standards of personal and professional conduct among sheriffs and other law enforcement officers.
- 6) To conduct such research, study, and investigation as may be necessary and advisable to develop information, knowledge, and data that would be useful in improving the administration of criminal justice.
- 7) To promote the law enforcement profession by providing appropriate educational courses in cooperation with institutions of higher learning or otherwise.
- 8) To encourage, plan, and implement programs designed to foster respect for the law by juveniles and to combat delinquency and unlawful behavior by youths.
- 9) To develop and support crime prevention projects at national, state, and local levels.
- 10) To acquire, preserve, and disseminate valuable information related to the Office of Sheriff and the administration of criminal justice.
- 11) To conduct competitions and make awards for outstanding services to law enforcement.

Essential Functions

- Establishes the Association's organizational and staff structure and implements instruction and Board-approved directives.
- Oversees the overall operation of the Association, including administrative (budget, finance, human resources) and program service functions (publications, conferences and training, legal and legislative, procurement, law enforcement, corrections, and special services to sheriffs and their staffs).
- Maintain and oversee the implementation of the strategic plan and provide periodic reporting to the officers and board of directors.
- Consults regularly with the President regarding significant issues that impact the conditions and operation of the Association and be available for consultation with individual sheriffs as required.
- Coordinates with President in developing meeting agenda and report to the board at its regular meeting.
- As directed by the President, serves as a spokesperson for the Association.
- Works closely with legislators, state and federal officials, and others to promote NSA and its legislative efforts and build alliances.

- In consultation with the President, coordinates appointment of sheriffs to various nation-wide committees and commissions.
- Oversees honorary and business membership programs, including participation in strategy meetings to improve direct mail campaigns and develop new methods of securing new members for the association.
- Oversees NSA involvement with agencies, commissions, or associations of national, state, and local governments to represent the interests of sheriffs.
- Other duties as assigned by the President, Officers, Executive Committee and Board of Directors.
- Ensures that voices of elected and appointed Association leadership and subject matter experts are integral to key Association decisions, initiatives and policy outcomes.
- Considerable travel expected.
- Must reside in/around the Washington DC area.

Education, Professional Certification, or License

- Four (4) year college degree from an accredited college or university; master's degree preferred.
- Coursework in public administration, business administration, and law enforcement preferred.
- Professional certification and or licensure as an attorney, certified public accountant, etc., is preferred.

Professional Experience

- Minimum of ten (10) years of senior law enforcement related experience; five (5) years of which must have been spent in an administrative position.
- Service as a sheriff and or staff in a sheriff's office is highly desirable.

Skills and Qualifications

- Familiarity with Microsoft Office Suite.
- Familiarity with the Office of the Sheriff.
- Familiarity with managing technical data, planning, and budget management.
- Familiarity with internal control.
- Familiarity with Fair Labor Standards, Employment and Workers' Compensation laws.
- Knowledge of National Sheriffs' Association policy and procedures.
- Knowledge of federal law.
- Ability to interpret scientific and technical journals.
- Ability to interpret financial reports, legal, and policy documents.
- Ability to interpret extensive instruction.

- Ability to conduct research, analysis, and create presentations.
- Exhibit leadership and make public speeches.
- Experience in association management.
- Experience working with board of directors.
- Experience serving on a board of directors for an association.
- Experience managing a large membership program for an association.
- Experience raising funds for an association.
- Experience in obtaining and managing grants.
- Experience in working with the private sector, industry and non-profits at senior executive levels that can effectively and positively affect the needs of law enforcement.
- Experience managing a legislative affairs program.
- Experience managing publications.
- Experience dealing the media.
- Experience managing a public information program.
- Experience in policy development.
- Experience in strategic planning and management.
- Experience developing and managing financial projections and budgets.
- Experience working with state and national public safety associations.

The National Sheriffs' Association is an Equal Opportunity Employer and consider applicants for all positions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law. We value diversity of opinion, experience and backgrounds. All qualified applicants will receive consideration for this position. We are also committed to compliance with all fair employment practices.

Cover letters that enumerate unique skills, interest and salary requirements must be submitted with resumes via email only to: ExecDirectorApp@sheriffs.org.

No phone call or personal inquiries.

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