



## Job Description

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<b>TITLE:</b> Sergeant II - Director of Region II Narcotics Task Force	<b>JOB CODE:</b> 6021
<b>DEPARTMENT:</b> Sheriff's Office	<b>FLSA:</b> Exempt
<b>PREPARED:</b> November 2020	<b>FLSA CLASS:</b> Law Enforcement
<b>UPDATED:</b> March 29, 2022	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

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**Summary:** Under limited supervision of the Investigations Captain and the Region II Narcotics Task Force, the Sergeant II - Director of Region II Narcotics Task Force provides direct management of financial resources and the effective and efficient utilization and direct oversight of the Region II Narcotics Task Force to identify, investigate, and disrupt/dismantle drug activity in San Juan County. Employee will be required to work irregular hours, attend job-related meetings, and perform any other duties as assigned by the Region II Narcotics Task Force Executive Board and all other law enforcement duties associated with the position of certified law enforcement and ensures all activities comply with established laws, regulations and standards.

**Reporting Relationship:** The Sergeant II - Director of the Region II Narcotics Task Force reports to the parent agency Investigative Captain for administrative needs. The director is approved by, and answers directly to the Region II Narcotics Task Force Board for monitor and review of operational updates, timely fiscal spending, and oversight of all other internal and external operations.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Monitor, supervise and/or assist with all law enforcement activities of the Task Force, but not limited to narcotics investigations. Supervise and support Region II NTF Operations Sergeant on large scale and high risk operations. The increase in risk and size of the case of operation will increase the direct oversight and involvement of the Director.
- The Director is responsible for oversight of large scale and high risk narcotic cases and will work closely with the Operations Sergeant to support and assist with Director level supervisory risk management and notification concerns that fall outside the span of control and abilities of the Operations Sergeant.
- Prepare grant applications, budgets, quarterly reports, mid-year reports, and yearly report(s) or any other report/document(s) that may be required by the grant authority or the Region II Narcotics Task Force Executive Board or participating agency. Work closely with the fiduciary, identified as the City of Farmington, to ensure the proper expenditure of budget funds, complying with the city, county, and State of New Mexico grant guidelines.
- Encourage and enforce implementation of intelligence driven capabilities to maximize the disruption/dismantlement impact of the Task Force.
- Responsible for effective handling of evidence, complaints and the proper use, care, maintenance of all equipment.
- Assist the Operations Sergeant in approving and screening agent reports for elements of crime, proper search and seizure, effective and appropriate level of investigation and completeness, typing and general composition. Ensure the proper preparation of cases for prosecution. Meet

## **Job Description**

### **Sergeant II - Director of Region II Narcotics Task Force**

with various legal advisors and/or prosecutors regarding significant cases. Mentor and assist agents in the preparation of court hearings.

- Responsible for operational risk management, lawful search and seizure, and for the safety of Region II Narcotics Task Force personnel, assisting agency personnel and the citizens.
- Coordinate and collaborate with other law enforcement agencies and prosecutorial entities which may include Federal, State, Tribal and local agencies as needed or required.
- Receive, acknowledge, and process complaints, internal and external, according to agency and task force guidelines as determined by parent agency policy.
- Monitor, lead and manage supervisor, agents and civilian staff assigned to the task force. Possess a good working knowledge of strengths and weaknesses to provide input or direct completion of fair, honest and accurate performance evaluations of employees. Identify and develop strategies to correct behaviors that fall below agency and task force expectations.
- Consult with and advise parent agency and the Region II NTF Executive Board on personnel matters, making appropriate recommendations, and carrying out the approved recommendations or directions of the Region II NTF Executive Board.
- Provide input to the Region II NTF Executive Board regarding the assets and personnel needs to ensure that the Region II NTF provides adequate service to the citizens.
- Identify, attend, and assign appropriate training and seminars for all task force members.
- Detect and report any unusual conditions that parent agency and Region II NTF Executive Board need to be appraised.
- Monitor and evaluate equipment to ensure good working condition and meets the accepted safety standards. Conduct occasional unannounced inspections of the agent(s) vehicles, equipment in which agent(s) are responsible. Include unannounced audits of the agent's confidential funds.
- Assist Operations Sergeant in approving training schedules, overtime, work schedules and leaves (all types) for all person(s) assigned or employed at the Region II NTF.
- Attend meetings and other related functions including, but not limited to, speaking before various civic, professional, schools, and fraternal organizations.
- Understand risk assessment, management, and mitigation for the purpose of pre-operational draft, review and implementation of high risk operation briefings and manpower needs for safe execution of controlled purchases, take downs and search warrants.
- Anticipate and prepare for successful completion of grant fund or other authorized entity onsite and/or remote audits.
- Maintain a high ethical standard.

### **Required Knowledge and Skills:**

- Knowledge of parent agency and Region II Narcotic Task Force's policies and procedures, current law enforcement and narcotic related enforcement and investigative practices, techniques and procedures, and criminal and traffic codes.
- Knowledge of county, state, and federal laws and regulations and ordinances.
- Knowledge of leadership and management principles, practices, and methods.
- Knowledge of investigative procedures, court procedures, defensive driving, and first aid.
- Knowledge of community policing methods and procedures.
- Knowledge of budgets, grant requirements and financial reporting.
- Skill in effectively managing and leading staff, and delegating tasks and authority.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, local, state, and federal law enforcement partners, and the general public.
- Skill in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.

**Job Description**

Sergeant II - Director of Region II Narcotics Task Force

- Skill in maintaining composure and working effectively in stressful conditions and emergency situations.
- Skill in assessing and managing risk as it relates to high risk operations and officer safety.
- Skill in making decisions in emergency and crisis situations.
- Skill in operating a personal computer and software applications.

**Education and Experience**

- Currently a Sergeant with parent agency.
- High school diploma or GED equivalent and five (5) years law enforcement experience; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- State of New Mexico Law Enforcement Academy certification.
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures; may be subject to extended periods of driving police vehicle; may be subject to dangerous machinery or physical harm such as vehicles, gunshots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, infectious and communicable diseases; may be required to physically restrain persons; must maintain a level of physical fitness to meet Department standards.
- Full-time work hours for this position consist of rotating shift work, nights and weekend shifts and overtime. Rotating shifts is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes: patrol vehicles, fire arms, impact baton, two-way radios, cameras, radar units, pepper spray, drug and chemical analysis kits, and computerized and conventional office equipment.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_