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# Medical Examiner - Director of Operations

Decatur, GA, United States

## JOB DESCRIPTION

Pay Range: \$116,996-\$188,364      FLSA Status: Exempt

### Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff; develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to County administrators and elected officials; and assists with the revision of procedure manuals as appropriate.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; and initiates any actions necessary to correct deviations or violations.

Consults with Chief Medical Examiner and other County administrators and elected officials as needed to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; and reports all major incidents to County administrators.

Develops long- and short-term goals, plans, and objectives for the department; and researches and assesses and current and future needs, including workforce deployment, equipment, training, etc.

Develops, implements, and updates department policies and procedures; formulates and develops work methods and practices, policies, standard operating procedures, training programs, etc.; monitors implementation of departmental rules and regulations; updates departmental guidelines according to federal, state, or local legislation; and oversees training programs.

Develops and implements departmental budget; monitors expenditures to ensure compliance with approved budget; coordinates with division staff members regarding division budgets; prepares projected capital expenditure requests; and approves expenditures in compliance with approved budget.

Oversees, directs, assigns or conducts death investigations; provides consultation and professional or technical expertise on major investigations; participates in court activities; and testifies in judicial proceedings, as needed.

Creates/maintains positive public relations with the general public and represents the County at various functions; attends various meetings and events; makes speeches or presentations to general public and learning institutions; provides information to and responds to questions from the media and others regarding department activities.

Performs other department administrative functions; drafts official correspondence; generates required reports; approves all departmental training; reviews leave requests and accruals; reviews/approves all performance ratings; and reviews/approves all personnel actions.

Compiles and/or monitors various administrative and/or statistical data; performs research; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports; and maintains records

**Minimum Qualifications:**

Bachelor's degree in Criminal Justice or related field required, Masters preferred; ten years of progressively responsible experience in death investigations, with three years of management experience for a comparably sized organization or as a director for a smaller organization; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

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