



GONZALES COUNTY SHERIFF'S OFFICE

Robert Ynclan, Sheriff

1713 Sarah Dewitt Dr., Gonzales, TX 78629

(830) 672-6524 Office (830) 672-2517 Fax



Applications may be obtained at the Sheriff's Office or you may print out an application by [clicking here](#).

Captain of Operations

Principal Duties and Responsibilities:

Each of the following tasks, duties and responsibilities are performed on an ongoing basis. The duties and responsibilities of this position include, but are not necessarily limited to:

- Keep top level administration informed of the conditions, needs, developments, and all other pertinent information vital to the objectives and goals of the Sheriff's Office.
- Insures that policies, procedures, rules regulation and other Sheriff's Office directives are carried out by subordinates. Maintains control over disciplinary matters of subordinates.
- Conducts thorough and accurate evaluations of subordinates and makes recommendation for training instructions and academic needs of subordinates.
- Plans and directs work assignments to obtain maximum efficiency and effectiveness from available personnel.
- Coordinates, reviews, disseminates information gathered by subordinates which affects other divisions or individual command officers.
- Personally takes charge of major situation which may occur within the division of responsibility on a twenty-four hour basis and monitors the status of all cases assigned within the division of responsibility.
- Develop and implement Divisional goals, objectives, policies and procedures; report to the Sheriff and Chief Deputy on matters related to the activities of the assigned division.
- Plan, organize and direct activities within a major division including functional assignment and responsibility for corrections, field operations, investigations, warrants, and bailiffs.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Assist with the division's budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Represent the division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Shall fulfill the employments standards of this position and comply with county policies, rules and procedures.
- Principles, practices and procedures of police science and administration; modern methods and practices of criminal investigation, control and custody of prisoners, field operations and correctional facility operations.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and law; pertinent case law; in addition to Departmental rules and regulations.
- Geography and road network of the County.
- Modern office procedures, methods and computer equipment.
- Principles and practices of supervision, training and personnel management, policy development, and of organizational analysis and management.
- Performs other duties as assigned.

In Memoriam

Deputy Albert Little (1888)

Deputy Robert Coleman (1896)

Sheriff R.M. Glover (1901)

Sergeant David Furrh (2000)

Ability to:

- Organize and direct the activities of a major division within the Sheriff's Office; plan, assign, instruct and supervise the work of subordinate officers engaged in law enforcement and corrections.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy.
- Perform the most complex work of the department.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Enforce the law firmly, tactfully and impartially; deal courteously with the general public, subordinates, employee organizations, other County departments and other agencies.
- Skillfully and properly use and care for firearms.
- Maintain good physical, emotional and mental condition to satisfactorily perform the functions of the position; meet and maintain required peace officer employment standards to safely and effectively perform assigned duties.
- Gain cooperation through discussion and persuasion; resolve conflicts in an effective manner; obtain information through interview and interrogation.
- Interpret and make decisions in accordance with applicable laws, policies, procedures, rules and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work effectively in stressful situations; act quickly and calmly in emergencies.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.

Position: Captain of Operations

Salary: \$58,359.00

Benefits: Paid vacation, holiday and sick leave, Retirement, Health and Life Insurance. Uniform allowance and assigned duty weapon. Additional benefits are available.

Minimum Qualifications:

Experience: Ten years of increasingly responsible experience in law enforcement work, including at least five years in the classification of Supervisor, Corporal, Sergeant, or Lieutenant with a minimum Advanced/Master Peace Officer License.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, behavioral science, public or business administration, or a related field.

- FBI-Law Enforcement Executive Development Association (LEEDA)
- Bill Blackwood- LEMIT
- Management Development
- Field Training Officer
- Instructor

NOTE: Relevant, equivalent experience (performing the same or similar job requiring similar knowledge, skills, and abilities) may be substituted for the required education as determined by the Human Resources Department.

Submit applications to: Chris Aviles, Chief Deputy

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