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EXEMPT (Y/N):	No	JOB CODE:	CSC Exempt
DEPARTMENT:	Sheriff's Office	CLASSIFICATION:	150
SUPERVISOR:	Undersheriff	SALARY RANGE:	\$18-\$25/hr
UNION (Y/N):	No	LOCAL:	NA

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**GENERAL STATEMENT OF DUTIES:** Oversee the operation of the County Gun Range. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Oversee gun range operations. Coordinate equipment that needs to be checked out. Monitor key access system. Coordinate repair and maintenance of grounds and facilities with appropriate County staff.

Recommend and implement policies, procedures and processes to ensure efficient operation of gun range.

Assist County staff with improvement of facilities. Assist County staff with coordination of agreements. Coordinate with County staff assigned to the range reservation system.

Coordinate and staff firearms range advisory committee meetings.

As requested, maintain records and prepare reports necessary for efficient operations.

As requested, assist in the formulation and presentation of the annual budget. Assist in monitoring and managing fiscal operations to remain within budgetary constraints.

Meet with various public agencies, citizen and community groups and attempt to resolve questions or complaints regarding the gun range.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a normal responsibility for this position.

**SUPERVISION RECEIVED:** Work independently without direct supervision under the general direction of the Undersheriff, who provides policy and administrative direction and reviews performance.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Prior experience in gun range operations. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be accepted.