

Criminal Investigations Commander  
Captain Marcus Sewell

Uniform Patrol Commander  
Captain Brendan Garland

911 Communications  
Director Carlton Chester

# Office of the Sheriff Lumpkin County

**Sheriff Stacy M. Jarrard**  
**Major Douglas E. Cochran**

Jail Commander  
Captain James Morrison

Court Services Commander  
Captain Jeff Brown

---

March 31, 2023

TO: Board of Commissioners/Finance

FROM:: Sheriff Stacy Jarrard



SUBJECT: Request for new additional employee Position (33000), Budget/ Procurement Manager.

Please see attached request for new position for our office. Any questions, please feel free to call me



LUMPKIN COUNTY SHERIFF'S OFFICE  
2024 BUDGET STAFFING REQUEST  
**JUSTIFICATION STATEMENT**

**JOB TITLE: FINANCE & PROCUREMENT MANAGER**

The Lumpkin County Sheriff's Office has identified a need for 1 additional full-time, permanent staff member. We need a Finance & Procurement Manager to help the Office better address Purchasing and Tracking all uniforms and equipment utilized within the Sheriff's Office.

Over the past 10 months we have utilized Deanna Williams in a vacant position and found it to be efficient. The ability to have one position responsible for ordering, tracking, issuing, coding, and communicating directly with Lumpkin County Finance Department has freed up all commanders to regain the focus on their actual duties, Law Enforcement.

Adding this position will further:

- Provide more personalized attention to the accountability of each purchase;
- Centralize a point of contact with Lumpkin County Budget and Finance;
- Centralize a point of contact with all vendors and track conversations and quotes;
- Performs duties as Quartermaster within the entire Sheriff's Office, centralizing and accounting for all equipment and further responsible for issuing uniforms and equipment and direct exchanges of damage goods;
- Manage all current Grants and requested grants from State and Federal;
- Centralize and manage all contracts utilized within the Sheriff's Office.

Taking this addition of staff into consideration is important because, without this position we will continue to lose focus of our primary duty, which is Law Enforcement. Also, in saying this, I am confident that this position will provide less problems with lost invoices and further provide more accountability within the Sheriff's Office.

## Lumpkin County Sheriff's Office

### Finance & Procurement Manager

Department: Administration  
Pay Grade: 109  
FLSA: Non-Exempt

#### **JOB SUMMARY**

This position is responsible for overseeing the Financial Operations of the Lumpkin County Sheriff's Office, in compliance with Lumpkin County Budget & Finance Procedures as well as State and Federal Laws, ensuring fiscal responsibility.

#### **ESSENTIAL JOB FUNCTIONS:**

- Coordinate and Communicate with Vendor Receivables and Payables;
- Procurement of Supplies, Equipment, and Clothing for all Divisions within the Sheriff's Office;
- Manages all Contracts within the Sheriff's Office;
- Collects and Codes receipts for all equipment requests and received;
- Coordinate directly with Lumpkin County Budget and Finance;
- Manages all Current Grants and Requested Grants from State and Federal Governments;
- Performs duties as Quartermaster by ordering, issuing, and direct replacement of all Uniforms and Equipment;
- Answers phone calls and distribute messages as needed;
- Performs other duties as assigned.

#### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- Associate Degree Business & Finance Diploma;
- Five (5) year of related work experience;
- Or equivalent education, and/or experience.

#### **LICENSES AND CERTIFICATIONS:**

None.

#### **PREFERED QUALIFICATIONS:**

None.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of modern office practices and procedures;
- Skill in records management and file management;
- Skill in using computers and data entry;
- Skill in using computers for word processing and/or accounting purposes;
- Ability to organize and communicate effectively.

#### **PHYSICAL DEMANDS:**

Work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Work also requires balancing, crouching, feeling, fingering, handling, hearing, lifting, mental acuity, reaching, repetitive motion, speaking, stooping, talking, visual acuity, and walking.

Memorandum for: Lumpkin County Budget and Finance

Subject: Staff Analysis

Reference: Lumpkin County Sheriff's Office, Finance & Procurement Manager

**Date:** March 23, 2023

**Agenda Item:** Request for one (1) Finance & Procurement Manager

**Item Description:** Under general supervision of the Chief Deputy, this position is responsible for overseeing the Financial Operations of the Lumpkin County Sheriff's Office, in compliance with Lumpkin County Budget & Finance Procedures as well as State and Federal Laws, ensuring fiscal responsibility.

**Facts & Historical Information:**

In previous years Commanders and Sergeants of the Lumpkin County Sheriff's Office was responsible for requesting, purchasing, tracking, coding, and communicating with Lumpkin County Budget and Finance Department. This action resulted in lack of coordination and/or duplication of effort, improper coding and lack of accountability for received items. It further required Commanders and Sergeants to become distracted from their primary assigned duties, resulting in failure to provide for the needs of their assigned personnel.

Over the past 10 months we have utilized Ms. Deanna Williams in a vacant position serving in this temporary position and found it to be quite efficient. The ability to have one position responsible for ordering, tracking, issuing, coding, and communicating directly with Lumpkin County Finance Department has freed up all Commanders and Sergeants to regain their focus on their assigned duties.

**Potential Course Of Actions:**

- A. Approve the position.
- B. Take No Action.
- C. Designate 1 employee from Lumpkin County Budget and Finance Department to serve directly in this capacity.

**Recommendation:** Option (A.)

**Budget Impact:** Recommend this position be approved for (Grade 109), \$39,374.00 (+) 32% Benefit package \$12, 599.00, total: \$51,973.00.