HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Assets Manager

Job Code: U8756
Pay Grade: UG
Pay Scale: $78,116.93-$142,720.76 Annually
Exempt: Yes

OVERVIEW

Oversee the Sheriff's Office property control function, ensuring accurate tracking, management, and reporting of all agency assets.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Develop and implement property control policies and procedures to ensure legal and regulatory compliance.
- Manage tracking and recordkeeping of all capital assets and grant-related assets.
- Maintain accurate asset records, including serial numbers, descriptions, and locations.
- Conduct regular audits and physical inventories to ensure asset accountability and identify discrepancies.
- Investigate and report losses or thefts of property and capital assets.
- Provide leadership and guidance to direct the activities of subordinates; assign, monitor, and review work; evaluate performance and initiate corrective action as needed, including termination; assess staffing needs and assist in the selection of new staff.
- Oversee the accurate recording of asset acquisitions, transfers, and disposals.
- Coordinate with other areas to ensure proper disposal of surplus assets.
- Conduct appraisals and valuations of assets for disposal purposes.
- Collaborate with grant administrators to ensure assets are managed in accordance with grant requirements.
- Respond to customer inquiries and resolve issues related to property control.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of governmental accounting, auditing, budgeting, and internal control principles (GAAP).
- Knowledge of property control, inventory, purchasing, and storekeeping practices.
- Knowledge of capital asset management, including property depreciation procedures.
- Knowledge of applicable laws and regulations related to property control and surplus property disposal.
- Knowledge of grant management principles and practices.
- Knowledge of departmental operations, functions, and services.
- Proficient in Microsoft Office Suite and specialized asset, grant, and inventory management software.
- Ability to supervise staff, including scheduling, assigning, monitoring, and evaluating work performance.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to maintain accurate records of assets, purchases, and surplus property, and prepare

detailed reports.
- Ability to work independently and collaboratively with others.
- Ability to read, comprehend, interpret, and apply laws, rules, policies, and procedures.
- Ability to pay strict attention to detail and proofread work for accuracy.
- Ability to stay updated on changes in laws and regulations related to warehouse and asset management.
- Ability to develop and maintain databases for property and equipment tracking.

SKILLS

- Asset Management
- Capacity Planning
- Identifying Risks
- Inventory Reporting
- Resource Utilization

WORKING CONDITIONS

- Work in an office, warehouse, detention or correctional environment within a law enforcement agency.
- Stand or sit at a workstation for prolonged periods, walk long distances, and position self to account for inventory above, near, or at ground level.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 50 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Six years of experience in property control, asset management, inventory management, and/or receiving and issuing equipment or supplies, including three years in a supervisory capacity.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified

only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.