

**Job Code:** U8762  
**Pay Grade:** UL  
**Pay Scale:** \$146,370.23-\$238,696.43 Annually  
**Exempt:** Yes

## OVERVIEW

Provide logistics, operational, and technical support services to all organizational components associated with the countywide two-way radio communications network, a major law enforcement vehicle fleet, and management of special projects. The position is responsible for planning, organizing, directing, and supervising subordinate managers/supervisors and other assigned staff within the General Services Bureau (GSB).

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Manage complex functions with subordinate managers, supervisors, professionals, and other staff.
- Direct major programs to achieve broad organizational goals and objectives.
- Manage and direct the activities of multiple professional level subordinates in achieving established organizational goals and objectives; coordinate functions; assign, monitor, and review work; evaluate performance and initiate corrective action as needed, including termination.
- Compile and analyze information to recommend changes and improvements to operations or service delivery methods.
- Develop and maintain budgets to include the justification of budgets and the subsequent monitoring of funds and expenditures.
- Implement administrative policies, procedures, and guidelines to ensure administration and operational readiness of the countywide two-way radio communications network.
- Ensure compliance of a vehicle replacement and maintenance plans which implement policies, procedures, and protocols to optimize the best business practices of the Sheriff's Office vehicle fleet.
- Provide construction solutions and services associated with facility renovations and the management of new capital improvement projects.
- Develop short- and long-range plans for the bureau, interact effectively with other agency members in leadership roles, evaluate and pursue appropriate technology, assess existing practices and policies, and make necessary changes.
- Perform other related duties as required.

## KNOWLEDGE, SKILLS & ABILITIES

- Extensive knowledge of the principles and practices of management.
- Extensive knowledge of the functions, services, procedures, and regulations of the area as well as rules and regulations of the Federal Communications Commission.
- Considerable knowledge in the development of technical specifications and design of two-way radio communications networks.
- Considerable knowledge in the development of vehicle specifications for the procurement of various vehicle models utilized in a major law enforcement agency.
- Considerable knowledge in the development of technical specifications and Florida Building

Codes related to building renovations and new construction projects.

- Ability to establish objectives and strategies, identify required resources, and develop plans to carry out work.
- Ability to plan, organize, and supervise the work of others.
- Ability to analyze data and present ideas and information effectively, both orally and in writing.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to establish operation or program objectives and strategies for a functional or operational area.
- Ability to analyze and report upon operating conditions and reported deficiencies.
- Ability to evaluate operational areas related to function and develop and present strategies to improve organizational services.
- Ability to use a computer and related software.

## **WORKING CONDITIONS**

- Work within an office environment within a law enforcement agency.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 50 pounds).
- May travel to various work sites using a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck, golf cart) to perform essential duties.
- May work non-standard hours including nights, weekends, and holidays.
- Maintain cell phone availability after hours and at home to aid and guide subordinates
- 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 directly related to the position duties, five of which must have been in a supervisory capacity.

OR

- An associate degree from an accredited institution of higher education.
- Five years of experience directly related to the position duties, four of which must have been in a supervisory capacity.

OR

- A bachelor's degree or higher from an accredited institution of higher education in with a major in management or closely related field.
- Four years of experience directly related to the position duties, three of which must have been 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.