HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Community Relations Coordinator

Job Code: U8801
Pay Grade: UH
Pay Scale: $86,319.21-$157,706.44 Annually
Exempt: Yes

OVERVIEW

Develop, coordinate, and implement community engagement, outreach and public relations initiatives to enhance the Sheriff's Office presence in the community.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Develop and implement outreach, engagement, and public relations strategies to strengthen community trust and agency visibility.
- Serve as a liaison between the Sheriff's Office and the public, communicating feedback and guiding access to agency services.
- Build culturally competent relationships with community groups, leaders, and media.
- Coordinate speakers, events, and educational programs on public safety and emergency preparedness.
- Create inclusive, accessible educational materials and support internal and external communication efforts.
- Conduct research, analyze program data, and make recommendations to improve community initiatives and resource allocation.
- Represent the agency at public meetings, functions, and advisory councils.
- Support marketing and volunteer programs; may oversee staff involved in community programming and outreach.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of functions, activities, requirements, procedures, objectives, and regulations of the specific program/functional area to which assigned.
- Considerable knowledge of the principles and practices of community engagement and public relations.
- Knowledge of law enforcement programs, operations, and structure.
- Knowledge of social, cultural, and economic factors affecting community groups and how they interact with law enforcement.
- Ability to establish and maintain effective working relations with others within and outside one's own organization.
- Ability to build rapport and trust with diverse populations.
- Ability to serve as a representative of the agency in high-visibility, high-impact community settings.
- Ability to deliver public education in a culturally sensitive and accessible way.
- Ability to assess community needs.
- Ability to communicate effectively, both orally and in writing.
- Ability to be a self-starter.

- Ability to work independently and collaboratively.
- Ability to exercise sound judgment and discretion.

SKILLS

- Relationship Building
- Personability
- Volunteer Management
- Community Organization
- Presentation Development
- Community Relations
- Program Coordination
- Cross-Cultural Competence

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- May be required to visit other job sites to perform work.
- 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.
- Five years of experience planning, implementing, or managing media relations, community relations, or community education programs.

OR

- An associate degree from an accredited college or university.
- Four years of experience planning, implementing, or managing media relations, community relations, or community education programs.

OR

- A bachelor’s degree from an accredited institution of higher education.
- Three years of experience planning, implementing, or managing media relations, community relations, or community education programs.

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.