HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Chief Administrative Officer

Job Code: U8899
Pay Grade: US
Pay Scale: $247,786.21-$406,441.55 Annually
Exempt: Yes

OVERVIEW

Provide operational and programmatic support to the Sheriff's Office in directly assisting all strategic and tactical matters as they relate to financial administration, budget management, procurement operations, contract negotiations, fleet management, facility maintenance, occupational health, information technology services, and human resources management. Perform operational and strategic managerial duties with responsibility for planning, budgeting, forecasting, coordinating, negotiating, analyzing and supervising subordinate managers/supervisors and other assigned staff.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Manage complex functions and oversee administrative operations with subordinate managers, supervisors, professionals, and other staff.
- Direct major programs to achieve broad organizational goals and objectives.
- Supervise 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.
- Formulate and establish performance goals and administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned areas and staff; compile and analyze information to recommend changes and improvements to financial service operations, budget processes, procurement/purchasing operations, contract negotiations, vendor management, information technology services, fleet management, facility maintenance, employee medical services and human capital.
- Monitor the budgeting process and oversee year-end closing procedures and preparation of the annual capital and operating budget with financial statements in accordance with U.S. Generally Accepted Accounting Principles (GAAP) and federal, state, and other required supplementary schedules and information.
- Manage projects, contracts, vendor negotiations, service agreements and memorandums of understanding from a financial, legal and procurement perspective with other companies and/or agencies.
- Review and analyze correspondence, reports and data analytics to measure activity and drive continuous improvement.
- Ensure adequate controls are installed and monitored to safeguard financial, physical and information technology programs/assets; oversee federal, state and local awards and programs; and ensure documentation is approved and available such that all may pass independent and governmental audits.
- Ensure adequate cash flow and oversee payroll activity to meet the agency's needs.
- Serve as the principal liaison with the agency's banking institutions, external auditors, the County Administration Office of Fiscal and Budget, and other federal and state agencies.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of financial, budget, contract and procurement procedures and controls.
- Considerable knowledge of information technology services and data analytics.
- Considerable knowledge of human resource policies, procedures and employment practices.
- Considerable knowledge of workflow improvement, project planning, process optimization and service delivery.
- Considerable knowledge of fleet management and facilities maintenance.
- Working knowledge of established audit program guidelines applicable to audits assigned.
- Working knowledge of computerized enterprise resource planning systems and database functionality.
- Knowledge of federal, state, and local laws; rules, regulations, and guidelines relating to financial records and procurement/purchasing operations and areas funded by federal grants.
- Knowledge of management methods, techniques, and practices.
- Ability to lead cross-functional teams.
- Ability to establish and maintain effective and cooperative internal and external working relationships with those contacted in the course of work.
- Ability to establish objectives and strategies, identify required resources, and develop plans to carry out work.
- 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 problems.
- Ability to take a strategic view and recognize opportunities to help the organization accomplish its objectives.
- Ability to delegate, manage, and supervise effectively through scheduling, assigning, monitoring, reviewing, and evaluating the work of assigned staff.
- Ability to develop advanced computer-based spreadsheets, graphs, summaries, and reports.
- Ability to communicate effectively, both orally and in writing, at all levels of the agency and with outside agencies.

SKILLS

- Strategic Leadership
- Financial Management
- Workforce Planning
- Procurement Management
- Budget Management
- Technology Use
- Fleet Management
- Purchasing Management
- Contract Negotiations
- Vendor Management
- Policy Development

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).
- 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, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A bachelor’s degree from an accredited institution of higher education with a major in business administration, public administration, finance, management, organizational leadership or closely related field.
- Ten years of experience in progressively responsible senior management roles overseeing finance, procurement, information technology, human resource management and/or contract management, four of which must have been in a supervisory capacity.

OR

- A master's degree from an accredited institution of higher education in business administration, public administration, finance, management, organizational leadership or a closely related field.
- Seven years of experience in progressively responsible senior management roles overseeing finance, procurement information technology, human resource management and/or contract management, four 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 60mile 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 accommodation. Reasonable accommodation 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.

PREFERRED QUALIFICATIONS

- Advanced degree in business administration, public administration, finance, management, legal or organizational leadership.
- Certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA) and/or related financial/business certification.
- Skill in Workday and/or other enterprise resource planning system.
- Skill in Microsoft Office products (e.g., Word, Excel, Access).