HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Manager

Job Code: W1362
Pay Grade: WO
Pay Scale: $31.57-$59.01 Hourly; $65,665.60-$122,740.80 Annually
Exempt: No

OVERVIEW

Perform day-to-day operational management duties for a small functional unit which provides routine programs and services with responsibility of planning, coordinating, supervising, and controlling assigned resources to achieve necessary objectives. The position is an entry level manager and managers in this class typically manage clerical, maintenance, and technical employees.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Manage the day-to-day operations of the area and coordinate and administer assigned programs and resources.
- Set direction and priorities and allocate staff and resources to projects and unit initiatives.
- Provide supervision, guidance, training, and motivation to assigned staff; assign, monitor, and review work; and evaluate performance and initiate corrective action as needed including termination.
- Perform a variety of administrative duties in support of the area's activities.
- Implement goals, policies, procedures, and guidelines to ensure operational efficiency and effective administration of area.
- Monitor workflow, data accuracy, and overall quality of work; assure processes and procedures are accomplished according to established guidelines.
- Assess staffing needs and identify shortfalls; interview, recruit, and hire new staff.
- Participate in budget development by providing detailed justification and persuasive arguments for proposals or area initiatives but has no direct budget approval responsibility.
- Coordinate with other areas within the Sheriff's Office and external agencies and/or departments to ensure efficient flow of communications and services.
- Provide consultation to customers on matters relating to functional area.
- Prepare a variety of documents for the purpose of documenting activities and administering assigned programs and resources.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of the functions, services, procedures, and regulations of the assigned unit.
- Ability to support, promote, and ensure alignment with the agency and/or department goals and vision.
- Ability to effectively recruit, select, develop, and retain competent staff.
- Ability to establish and maintain effective working relationships with others within and outside own organization.
- Ability to use initiative and exercise sound judgment.
- Ability to communicate effectively, both orally and in writing.

- Ability to effectively manage and guide group efforts.
- Ability to create solutions to problems using new methods and processes.

SKILLS

- Resource Coordination
- Operations Management
- Staff Coordination
- People Management
- Training and Development
- Budget Preparation
- Performance Management (PM)
- Leadership

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, 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 directly related to the position duties.

OR

- An associate's degree from an accredited institution of higher education.
- Four years of experience directly related to the position duties.

OR

- A bachelor’s degree from an accredited institution of higher education.
- Two years of experience directly related to the position duties.

OR

- A master's degree from an accredited institution of higher education.
- One year of experience directly related to the position duties.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

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.