HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Senior Detention Services Supervisor

Job Code: W1363
Pay Grade: WM
Pay Scale: $26.46-$40.53 Hourly; $55,036.80-$84,302.40 Annually
Exempt: No

OVERVIEW

Supervise a team of employees and/or contingent workers, ensuring efficient operations within a detention, correctional, or court operations facility.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- 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.
- Monitor daily operations, review incident reports, and assist in resolving operational and/or administrative problems by providing direction for unusual or complex issues.
- Serve as the initial point of contact for adverse incidents involving employees, ensuring proper documentation and chain-of-command notification.
- Identify training needs and conduct or supervise on-the-job training sessions for assigned workers.
- Participate in the onboarding, offboarding, and new hire orientation of all assigned workers.
- Recommend and implement new policies, procedures, and systems to improve operations.
- Establish and maintain files associated with functional area.
- Create, revise and maintain forms, documents and manuals.
- Participate in the execution of detention services tasks as needed, and substitute for workers when required.
- Initiate and attend meetings as required.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of the functions, services, procedures, and regulations of the assigned functional area.
- Ability to define tasks and milestones to achieve objectives.
- Ability to establish and maintain effective working relationships with others within and outside own organization.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain files and records and prepare reports and correspondence.
- Ability to use initiative and exercise sound judgment.
- Ability to collect, organize, and evaluate data to develop logical conclusions.

SKILLS

- Budget Preparation
- Policy Implementation
- Employee Supervision

- Computer Literacy
- Time Management
- Multitasking
- Conflict Resolution
- Organizing
- De-Escalation

WORKING CONDITIONS

- Work within a detention, correctional, or court operations environment, with occasional contact with inmates.
- May have occasional exposure to explicit or disturbing behavior.
- Remain in a stationary position for extended periods at a keyboard or workstation.
- Require light physical exertion (e.g., lifting, carrying, pushing, and/or pulling objects and materials weighing 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.
- Four years of experience directly related to the position duties of which two years must have been in a supervisory or lead worker/team leader capacity.

OR

- An associate's degree from an accredited institution of higher education.
- Three years of experience directly related to the position duties of which two years must have been in a supervisory or lead worker/team leader capacity.

OR

- A bachelor’s degree from an accredited institution of higher education.
- One year of supervisory or lead worker/team leader 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.