HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Operations Specialist

Job Code: W2740
Pay Grade: WM
Pay Scale: $27.92-$52.08 Hourly; $58,073.60-$108,326.40 Annually
Exempt: No

OVERVIEW

Perform administrative and analysis duties to support the administrative and logistical aspects of programs. Develop, establish, and organize work processes and procedures to deliver program services.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Track key performance indicators (KPIs) to assess operational efficiency and identify trends within the associated programs.
- Manage vehicle procurement, including title registration and tag assignment, and oversee decommissioning, documentation, and disposal.
- Oversee the Fuel Management System and Fleet Fuel Card accounts, ensuring accurate fuel records and compliance with Environmental Protection Commission (EPC) regulations.
- Perform asset tracking and inventory management for fleet vehicles, equipment, and other related assets.
- Ensure regulatory compliance with relevant state, federal, and organizational policies.
- Prepare and distribute analytical findings via charts, graphs, written documents, and oral briefings with internal teams, vendors, and senior management.
- Crosstrain staff to ensure continuity in of program operations.
- May assist in the development of the program budget.
- Develop, implement, and manage the work order system, ensuring accurate tracking of vehicle maintenance, repairs, and lifecycle costs for vehicle fleet.
- Provide weekly and monthly updates on projects and maintain records and reports as required.
- Manage the SunPass toll program, managing procurement, assignment, and decommissioning of decals/transponders.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of the functions, activities, requirements, regulations, and objectives of the assigned functional area.
- Knowledge of the full asset lifecycle.
- Basic knowledge of budget management practices and procedures.
- Ability to track and analyze asset data using spreadsheets, databases, and management software.
- Ability to maintain accurate records, prepare detailed reports, and manage documentation related to fleet assets.
- Ability to communicate clearly and effectively, both orally and in writing, with internal teams, vendors, finance departments, and senior management.

- Ability to use a computer and related software.
- Ability to train other personnel.
- Ability to present information to large groups.

SKILLS

- Task Management
- Data Entry
- Fleet Administration
- Organizing
- Program Management

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.
- Four years of experience in fleet and/or asset operations.

OR

- An associate degree from an accredited institution of higher education.
- Three years of experience in fleet and/or asset operations.

OR

- A bachelor’s degree from an accredited institution of higher education.
- One year of experience in fleet and/or asset operations.

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.