



Seminole County Sheriff's Office

CHIEF

Class Spec Code: 3500

Established Date: 10/14/2020

Last Revised Date: 01/10/2022

Effective: 03/28/2023

Bargaining Unit

N/A

EEO

EEO4-Officials &
Administrators

Occupational Group

N/A

FLSA

Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Administrative, professional, and managerial work in the coordination of a division within the Sheriff's Office.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Develops, recommends, and implements operating policies, procedures, and programs to affect the efficient and effective operations of the assigned departments.

Assumes an effective leadership role and is available on a flexible schedule to ensure appropriate coverage for the 24 hour operation.

Actively participates in planning the assigned operations with respect to equipment utilization and manpower allocation. Coordinates and maintains adequate manpower within published guidelines. Schedules vacation, training, and overtime.

Assists in the development, recommendation, and implementation of operating policies, procedures, and programs to affect the efficient and effective operations of the Department.

Assists in the preparation of the annual budget or, depending on job assignment, be responsible for the development of budget methodology and procedures and the coordination of the sequence of budget events leading to final budget adoption. Administers the Sheriff's Office budget throughout the year. Coordinates departmental requests for additional funding.

Formulates and initiates short and long-range management activities.
Recommends courses of action to the Sheriff.

Initiates, and effectively recommends performance evaluations, disciplinary and/or commendatory actions for assigned personnel.

Serves as a liaison to various boards and committees as assigned.

Conducts supervisory inquiries as required.

Minimum Qualifications

- Bachelor's Degree in a field closely related to job assignment
- Master's degree preferred
- Seven (7) years progressively responsible experience in public administration
- Consideration may be given to equivalent combination of related training, education and experience
- Depending on job assignment, Dual Certification by the State of Florida, Law Enforcement and Corrections may be required
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Through knowledge of the laws, regulations, and statutes regarding management of a facility. Through knowledge of law enforcement operations and procedures. Knowledge of statutory requirements impacting local government fiscal budgetary administration. Knowledge of purchasing and procurement practices. Knowledge of the laws regulating wage and hour administration.

Ability to perform highly complex, managerial and strategic work. Ability to exercise critical judgment and initiative.

Ability to routinely resolve unique, extended, or complex situations. Extensive

knowledge of Sheriff's Office operations, administration, and local law enforcement in general. Ability to execute assignments received in both specific and general terms, and exercise wide latitude for determining methods and procedures. Ability to serve as a professional and technical resource to the Sheriff and all agency employees.

WORKING CONDITIONS

The work environment for this position is generally an office atmosphere, however, it may be within a detention center, courthouse or high volume communications center. The position may require some field work and the incumbent may be subject to "on call" status.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Frequent sedentary work; some standing and walking for extended periods may be required; constant use of a computer; may be required to drive an agency vehicle

Lifting-Able to lift 25 pounds

Visual-Constant overall vision; constant color perception, constant eye-hand coordination; constant depth perception; frequent reading/close-up work; constant field of vision/peripheral

Dexterity-Frequent repetitive motion and reaching; Foot and hand coordination

Hearing/Talking-Constant requirement to hear normal speech; constant hearing on telephone and/or radio; ability to hear faint sounds; constant talking on telephone/radio

Emotional/Psychological-Potential telephone contact with hostile individuals; exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration

Special Requirements-Ability to behave respectably and with utmost integrity even when off duty. Work is generally performed during normal business hours although some job assignments may include working weekends, nights, holidays, and/or overtime; May be required to respond for any critical incident, manmade or natural