



Seminole County Sheriff's Office

COMMUNITY RELATIONS ADMINISTRATOR

Class Spec Code: 1091

Established Date: 12/05/2017

Last Revised Date: 11/18/2022

Effective: 11/18/2022

Salary Range

\$55,307.20 -
\$82,971.20 Annually

Bargaining Unit

N/A

EEO

EEO1-Professionals

Occupational Group

N/A

FLSA

Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Responsible for community relations activities in Seminole County and the central Florida region to promote the interests and mission of the Seminole County Sheriff's Office and the community at large.

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.

Actively liaison with non-profits, faith-based organizations, chambers of commerce, civic groups, elected officials, schools, and other community advocacy groups.

Identify and secure funding opportunities for Sheriff's Office visibility and participation at key community events and functions.

Represent the Sheriff on community and non-profit boards.

Liaison with the Public Affairs Division to provide public relations and major event support, ensuring consistency in messaging and branding on Sheriff's Office priorities and initiatives.

Prepare executive presentations, speeches, and talk points for the Sheriff.

Assist with the financial development of the Seminole County Sheriff's Office Community Foundation.

Develop social media and digital content to support the activities and growth of the Sheriff's Office in the community and to promote the programs of the Seminole County Sheriff's Office Community Foundation.

Identify and make recommendations regarding opportunities for public outreach and exposure on Sheriff's Office programs and provide public relations leadership to bring concepts to fruition.

Create, plan, and coordinate programs that engage and support the community.

Minimum Qualifications

- Bachelor's degree in communications, mass communications, journalism, public administration, public relations, criminal justice, or a related field and at least 5 years of progressively responsible experience
- Consideration may be given to equivalent combination of related training, education and experience

- 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.

Applicant must be a self-starter with the ability to work independently.

Excellent oral and written communication skills.

Ability to work effectively at the executive level, interfacing with key agency decision makers and community leaders.

Applicant must be computer proficient.

Ability to demonstrate ethical and professional behavior, analyze information or situations, synthesize information and/or circumstances, and solve problems.

Ability to express ideas both verbally and in written form in a clear and concise manner and in keeping with the agency's mission, philosophy, goals and objectives. Superior interpersonal skills and ability to work well as part of a team. Ability to work independently. Ability to deal effectively and courteously with the public, co-workers, and superiors.

WORKING CONDITIONS

The work environment for this position a combination of office and outdoor; however, most components of work are

performed outdoors in all weather conditions. Work is performed during hours conducive to the furtherance of the job objectives. In addition to general business hours, work will be required outside of normal business hours including evenings, weekends and some holidays. The incumbent will be required to work any schedule that fulfills the needs of the position.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Most work is sedentary, some standing, walking, driving, constant use of a computer

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Hearing/Talking- Requirement to hear normal speech; hearing on telephone; talking on telephone or during presentations

Emotional/Psychological-Frequent public contact; decision-making and concentration

Special Requirements-Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural; some assignments may require working weekends, nights, and/or occasional overtime