



Seminole County Sheriff's Office

DIRECTOR

Class Spec Code: 3300
Established Date: 10/14/2020
Last Revised Date: 01/10/2022
Effective: 11/18/2022

Salary Range

\$105,019.20 - \$152,276.80 Annually

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.

Responsible for carrying out the mission statement for assigned unit. Assumes an effective leadership role and is available on a flexible schedule to ensure appropriate coverage for the operation. Coordinates all activities for assigned personnel. Schedules vacation, training, and overtime.

Inspects appearance and equipment of assigned personnel on a routine basis. Prepares, maintains, and evaluates logs, records, reports, and other information necessary for operations.

Provides technical assistance to subordinates in the performance of their duties. Assigns duties to personnel and reviews their work through personal observation, review of reports.

Develops, recommends, and implements operating policies, procedures, and programs to affect the efficient and effective operations of the assigned Division. Identifies problem areas and makes recommendations for improved performance.

Conducts supervisory inquiries as required; compiles statistical and other reports as required.

Prepares and presents the Section's annual budget and assures continued maintenance to the parameters of adopted budgets.

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

Coordinates the installation, repair, and replacement of equipment. Performs analysis of proposed equipment purchases. Maintain inventory of assigned equipment.

Acts as a liaison with other governmental agencies or committees as required.

Minimum Qualifications

- Bachelor's Degree
- Three (3) years of responsible work experience in related job assignment
- 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.

Extensive knowledge of county geography. Extensive knowledge of agency policies and procedures. Extensive knowledge of governmental agencies and community service agencies at a sufficient level to direct callers to the appropriate authority. Knowledge of modern supervisory techniques and practices. Must be able to perform all the duties of subordinate personnel.

Ability to communicate verbally in a distinct, clear, concise, controlled, and pleasant manner in a wide variety of circumstances with good diction in a well-modulated voice. Ability to react quickly and calmly in a variety of life threatening and emergency situations. Ability to work under stress and to exercise discretion and independent judgment in a variety of situations. Ability to establish and maintain effective working relationships with subordinates and an economically and ethnically diverse general public. Ability to work independently to accomplish goals of division. Ability to plan, organize, and coordinate effectively. Ability to communicate effectively, both orally and in writing

Skill in the use of division equipment.

WORKING CONDITIONS

The work environment for this position is an office atmosphere, however, it may be within a detention center, courthouse or high volume communications center.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Frequent sedentary work; some standing and walking; constant use of a computer

Visual-Constant overall vision; constant color perception, constant eye-hand coordination; constant depth perception; frequent reading/closeup 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