



## Seminole County Sheriff's Office

### PROGRAM COORDINATOR

Class Spec Code: 1080  
 Established Date: 10/15/2020  
 Last Revised Date: 01/10/2022  
 Effective: 01/10/2022

#### Salary Range

\$21.74 - \$34.82 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Professionals

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Administrative and supervisory work to the division, section or area of assignment.

#### 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.**

Provides a variety of services to the assigned division, department or section. Assists in the development and implementation of operating policies, procedures, and programs for the efficient and effective operations of the assigned division, department or section.

Develops methods for monitoring and evaluating quality of work performed by subordinates. Provides technical assistance to staff in the performance of their duties.

Evaluates and monitors programs utilized by the Department or section.

Directs, plans, audits and organizes subordinates work and caseloads. Reviews work for quality assurance purposes. Ensures subordinate awareness of standard operating policies and procedures.

Answers telephone calls from the public and provides routine information.

Serves as liaison to various committees and boards as required.

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

Coordinates training and employee schedules as required. Assist personnel with career development.

Performs all duties of subordinate personnel as required.

Additional duties depending on job assignment.

#### Minimum Qualifications

- Bachelor's Degree in Criminal Justice, Business or Public Administration, or a closely related field
- Three (3) years progressively responsible experience in related work assignment or an equivalent combination of related training and experience
- Must be NCIC/FCIC certified within six (6) months of employment if deemed necessary for the work assignment
- Must possess and maintain a valid Florida Drivers 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.

Knowledge in the methods of compiling, organizing and analyzing data; of SCSO computer programs such as Café, SCSONet, XCAD, MICAD, TUSCON and ability to become FCIC/NCIC certified if needed for assignment. Must be able to perform all the duties of subordinate personnel. Ability to communicate effectively, both orally and in writing; to research information, analyze data to arrive at valid conclusions, and make appropriate recommendations; to develop methods for monitoring and evaluating quality for compliance; to establish and maintain effective working relationships with co-workers, other Sheriff's Office staff members, and outside agencies; to maintain confidential information; to work independently and with little supervision.

#### **WORKING CONDITIONS**

The working environment is based on assignment. Some assignments are confined office setting either within a high volume call center or a correctional facility. Work is generally performed in a sedentary position. The position is assigned to a day or night shift with rotating days off. This position has may have inmate contact. Other assignments may have an emphasis in field investigations, which includes driving an agency vehicle. This position may have some exposure to scenes or radio/phone calls of graphic violence.

#### **PHYSICAL ATTRIBUTES REQUIREMENTS**

**Mobility**- Depending on assignment some standing and walking but mostly sedentary work; constant use of a computer;

**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 radio; ability to hear faint sounds; constant talking on telephone/radio;

**Emotional/Psychological**-Potential telephone or personal 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. Shift work (days or nights) with rotating days off including working weekends, nights, holidays, and/or overtime; some assignments may have limited inmate contact. May be required to respond for any critical incident, manmade or natural.