

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ASSISTANT CHIEF DEPUTY

JOB CODE: 20012	PAY GRADE: 240	PAY RANGE: \$149,350
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GENERAL DESCRIPTION

Under the administrative direction of the Chief Deputy, the Assistant Chief Deputy is responsible for the overall management of operations and agency resources of the Sheriff's Office various components. The incumbent shall be authorized to make decisions during the absences of the Sheriff and Chief Deputy. This is an executive staff position.

This is advanced administration, supervisory, and technical law enforcement work. Depending on assignment, the Assistant Chief will exercise overall command of operations or support within the agency.

This position requires that the member be certified by the Florida Criminal Justice Standards and Training Commission in compliance with Chapter 943 F.S.S as well as meet the minimum vision requirement of 20/30 corrected, in each eye.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervises, directs, and coordinates, through subordinate officers and Directors the administrative activities of planning, directing, and facilitating yearly budget preparation and its implementation and the development and implementation of emergency and disaster plans.
- Evaluates the overall operation of each assigned bureau to ensure compliance and adherence to Sheriff's Office policies and regulations, County ordinances and Florida Statutes when applicable, through analysis of performance, work methods, records, observations, complaints, and conferences with the Sheriff, Chief Deputy and Bureau Commanders.

QUALIFICATIONS

- Graduation from an accredited four-year college or university
- Extensive management knowledge in the field of police administration
- Must be a Florida certified law enforcement officer



KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of civil, criminal, and administrative law at all levels
- Extensive knowledge of criminal investigation procedures and techniques
- Extensive knowledge of procedures, policies, practices, rules and regulations governing activities of the administrative functions and their interpretation in order to exact efficient, effective performances and maintain a high degree of cooperation among subordinate members
- Ability to plan, delegate, and distribute workload to personnel
- Ability to communicate clearly and concisely, orally and in writing
- Ability to evaluate research and analytical reports for impact and development
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

This list of functions, duties, responsibilities, and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.