

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



CHIEF DEPUTY

JOB CODE: 10017	PAY GRADE: 800	PAY RANGE: \$159,650
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GENERAL DESCRIPTION

Under the administrative direction of the Sheriff, the Chief Deputy is the designated authority of the Sheriff in the overall management of the Office, and shall be authorized to make decisions in his behalf during the Sheriff's absences. This is an executive staff position that reports directly to the Sheriff and functions as second in charge of the Sheriff's Office. This is advanced administration, supervisory, and technical law enforcement work exercising overall command of Patrol Operations Bureau, Detention and Corrections Bureau, Inspections Bureau, Investigative Operations Bureau, Support Services Bureau, Personnel and Training Division and Judicial Operations Bureau.

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.

This position is the Supervisor or Command Officer of special risk members whose duties include the pursuit, apprehension and arrest of law violators or suspected law violators.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- May serve as Sheriff Pro Tem, performing all duties commensurate with this function;
- Supervises, directs and coordinates, through subordinate officers, the above named organizational areas and administrative activities of planning, directing, controlling, yearly budget preparation and its implementation, and the development and implementation of emergency and disaster plans;
- Monitors and reviews, through subordinate supervisory officers, both personnel and related activities performed by the previously enumerated areas of command;
- Evaluates the efficiency and effectiveness of the operations of the assigned divisions to insure compliance and adherence to procedures, policies, rules and regulations through studies and analysis of personnel performance, work methods, records, field observation, complaints and conferences with the Sheriff, bureau commanders, and subordinate officers;



QUALIFICATIONS

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of modern principles and practices of police administration
- Extensive knowledge of civil, criminal, and administrative law at all levels, and pending and/or proposed changes
- 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
- Thorough knowledge of the powers, duties, functions, jurisdiction and responsibilities of the Sheriff's Office
- 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.