

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## CPI ADMINISTRATOR

**JOB CODE: 28100**

**PAY GRADE: 34204**

**PAY RANGE: \$68,000 - \$90,000**

### GENERAL DESCRIPTION

Under the direction of the CPID Captain, the primary focus of this position is to liaison and provide guidance, direction, and clear understanding to staff regarding statutes, policies and working agreements that dictate how the job of the Child Protection Investigator is to be performed in a multitude of different situations.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Interprets procedures, statutes, policies, working agreements, resolving problem cases with staff;
- Negotiates and participates in problem solving with other agencies;
- Reviews policies and operating procedures and working agreements;
- Communicates with the Captain and Lieutenant on issues of concern to the Division;
- Keeps up with ever changing child welfare procedures and best practices;
- Communicates with staff, sharing information through regular supervisor's meetings and other means;
- Provides agency representation by attending meetings with outside agencies;
- Provides accessibility to staff and supports them in their tasks, encourages staff, gives special recognition through awards and other means;
- Participates in Sheriff's Office recruitment and community relations activities as directed;

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

### QUALIFICATIONS

- A Bachelor's degree that is accredited by an accreditation agency recognized by the Federal Department of Education (DOE) and/or Council on Higher Education Accreditation (CHEA)
- Five (5) years child welfare experience
- Must possess a valid Florida driver's license



## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of State statutes, administrative code, working agreements and the ability to interpret them for each situation while keeping abreast of changes. Includes the ability to apply such knowledge to help staff provide quick resolutions to daily situations
- Knowledge and understanding of the broad child welfare system and contracts in order to effectively perform job responsibilities
- Ability to negotiate with others on complex issues and come to resolution recognizing the need to deal with other agencies diplomatically but in a forthright manner to resolve conflicts/differences of opinions
- Ability to communicate orally and in writing while encouraging others to practice good decision making, when giving instructions to others, or when negotiating resolutions
- 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

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 5 hours per day
- Stand, walk, or drive up to 1 hour per day
- Occasionally lift up to 40 lbs. and small children when necessary
- Frequently bend or reach
- Occasionally squat, kneel, or twist