

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## External Legislative Affairs Manager

<b>JOB CODE: 20113</b>	<b>PAY GRADE: 25</b>	<b>PAY RANGE: \$64,800 - \$103,680</b>
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### GENERAL DESCRIPTION

Under the direct supervision of the Director of Public Relations, the main focus of this position is to liaison with local service organizations, track and monitor legislation, and develop print and electronic promotional materials as well as work with agency staff on special projects. Work is reviewed through conferences and observation of results obtained.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Liaison with local service organizations (Rotary, Kiwanis, etc...), chambers of commerce and community groups on behalf of the Sheriff and represent the Sheriff at community events;
- Track and monitor legislation at local and state levels which may impact the Pinellas County Sheriff's Office; work with the Florida Sheriff's Association government affairs team in Tallahassee to advocate regarding legislation affecting Florida sheriffs, and attend meetings, workshops, and sessions on legislative issues; author legislation related to law enforcement;
- Supervise in-house creative team to initiate and manage social media content, websites, and published materials about the Sheriff's Office for citizen information and education;
- Develop print and electronic informational materials, such as promotional materials, speeches, public service announcements, and agency community projects;
- Oversee the agency's websites and social media platforms to include content revisions, updates, and any design and formatting changes;
- Manage day-to-day operations of the assigned area; develop and implement administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned personnel;
- Plan and recommend new systems and procedures to improve operations;
- Coordinate with other departments/sections within the agency and externally to ensure communication and service efficiencies; interpret and explain requirements, regulations, and procedures;
- Prepare, or assist in the preparation, of the annual budget, monitor status of allocated funds, and control expenses;
- Assess staffing needs, interview, recruit, or assist in the recruitment and hiring of personnel

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- Provide supervision, guidance, training, and motivation to assigned personnel, evaluate performance, and initiate corrective action as needed;
- Participate in Sheriff's Office recruitment and community relations activities as directed.

This list of duties and responsibilities 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 duties and responsibilities as necessary.

## QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Marketing, Political Science, Journalism, Public Administration or related field
- Five (5) years' related experience with two (2) years' supervisory experience
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of graphics design techniques and technology to produce necessary informational materials for public distribution in a printed or electronic form
- Writing skills to develop website content, speeches, scripts, printed informational materials, letters, legislative summaries, and other reports
- Knowledge of the basic protocols and resources necessary to follow the activities of the Florida Legislature while in and out of session
- Ability to create reports, respond to surveys, create statistical summaries, and to write and revise policies, letters memos, etc.
- Ability to identify existing or potential problems and to develop ways to resolve issues
- Working knowledge of the functions, activities, requirements, and objectives of the area assigned
- Knowledge of agency budget development and management procedures
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Knowledge of ADA, FMLA, Workers' Compensation and FLSA to ensure proper adherence and assist supervisors to make decisions on various issues within the guidelines of state/federal/agency laws, rules and regulations
- Ability to motivate staff and fellow employees by directing and modifying procedures and controls; encourage employee behavior to achieve both personal and agency goals in order to fulfill the mission of the agency

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- Ability to review and/or complete personnel evaluations of staff in accordance with agency policies to ensure they are fair and impartial, and accurately reflect the job the employee performs
- Ability to establish and maintain effective working relations within and outside the agency
- Ability to communicate effectively both verbally and in writing
- Organizational skills
- Time management
- 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 8 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Drive up 1 hour per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, reach, or twist