

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



MAJOR

JOB CODE: 20085	PAY GRADE: 260	PAY RANGE: \$140,038
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GENERAL DESCRIPTION

Under the direction of the Chief Deputy or the Sheriff, performs assigned professional administrative and supervisory functions of unusual difficulty in the management of a bureau within the Sheriff's Office. The incumbent must assume responsibility for independent judgment and initiative for exercising interpretation of orders, directives, policies and procedures in decision-making. Work is accomplished within the framework of Sheriff's Office policies and regulations, County ordinances and Florida Statutes when applicable. Work is reviewed through periodic conferences and by results obtained through evaluative measurement based upon stated goals and objectives, as set forth by the Chief Deputy and the Sheriff.

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 20/100 uncorrected, in each eye.

The duties and responsibilities in this position include the pursuit, apprehension and arrest of law violators or suspected law violators.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provides guidance in the implementation of and accomplishment of the Sheriff's Office and Bureau goals. Initiates planning, organization and facilitation of program;
- Evaluates the overall operation of the Bureau to ensure compliance and adherence to established work methods, procedures, policies and rules of the Bureau and Sheriff's Office through analysis of performance, work methods, records, observations, complaints, and conferences with subordinate officers; initiates corrective action and/or disciplinary measures as indicated to ensure conformity;
- Adjusts the relative strength of the Bureau in accordance with the fluctuating need for efficient service, to ensure maximum utilization of personnel and makes recommendations for policy changes to the Chief Deputy or the Sheriff;
- Performs other related, technical administrative, supervisory and community functions as directed or assigned;
- Participates in Sheriff's Office recruitment and community relations activities as directed;

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- Assists in the training of personnel;
- Performs other related duties as assigned.

QUALIFICATIONS

- Bachelor's degree from an accredited university with a major in law enforcement, public administration, business administration or a related field, supplemented by successful experience in administrative service in a government or law enforcement agency, or any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of General Orders, standard operating procedures and Federal Consent Decree
- Knowledge of the principles and practices of management and supervision
- Knowledge of law enforcement principles and practices
- Knowledge of the social importance of law enforcement in Pinellas County
- Ability to initiate and facilitate programs and policies
- Ability to establish and maintain productive working relationships with Sheriff's Office staff, community leaders and other subordinates
- Ability to speak effectively to community groups
- Skill in developing and training subordinate staff to enhance their personal and organizational objectives
- 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.