

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## SECURITY AND ELECTRONICS COMMUNICATIONS MANAGER

**JOB CODE: 20066**

**PAY GRADE: 25**

**PAY RANGE: \$64,800 - \$103,680**

### GENERAL DESCRIPTION

Under the direction of the Information Technology Director, this position is responsible for ensuring the streamlined operation of the Security and Electronics Communications Section. Incumbents perform highly technical work with supervisory responsibility in the installation, maintenance, and repair of Security and Communication Electronics equipment. Work is reviewed through observation and results obtained. **Requires availability for emergency call-outs.**

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Manage the deployment, monitoring, maintenance, development, upgrade, and support of all security and electronics
- Assigns and directs work of subordinates involved in overall maintenance of the Security Electronics & Communication systems;
- Performs complex repair work requiring an advanced level of technical competency in all aspects of security and electronics maintenance
- 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

- High School Diploma or G.E.D.
- 2 years' vocational training in electronics
- 4 years' practical experience
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license



## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and proficiency in the Security and Communication Electronics systems used in the Sheriff's Office to include all of the duties of the Electronics Technician job class
- Knowledge of the National Electrical Code pertaining to low voltage signaling & communications wiring, proper fire stopping procedures, and the NFPA Life Safety Code manual
- Knowledge of fiber-optic and UTP cable management to perform installation, layout and maintenance of complex, high speed UTP, Ethernet and fiber-optic cable systems
- 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
- Skill in the proper use of precision testing apparatus, hand tools, and power tools of the trade
- Ability to recognize safety hazards in the work place and take precautionary methods to protect self and others
- Maintain harmonious and effective working relationships with other members of the organization
- Must be able to operate a motor vehicle
- Possess time management, inter-personal, and problem solving skills
- Perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace
- 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:

- Work in non-temperature controlled environments, including outdoors
- Identify the color of coded wires and parts
- Sit up to 7 hours per day
- Stand or walk up to 2 hours per day
- Drive up to 1 hour per day
- Occasionally lift up to 50 lbs.
- Occasionally bend, squat, reach, climb, kneel, or twist