

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ASSISTANT CHIEF DEPUTY

JOB CODE: 20012	PAY GRADE: 24003	PAY RANGE: \$160,000
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GENERAL DESCRIPTION

Under the administrative direction of the Chief Deputy, the Assistant Chief Deputy is responsible for the overall management of operations and agency resources of the Sheriff's Office. The incumbent shall be authorized to make decisions during the absences of the Sheriff and Chief Deputy. This is an executive staff position comprised of advanced administrative supervisory, and technical law enforcement work. Depending on assignment, the Assistant Chief Deputy will exercise overall command of operations or support bureaus within the agency.

Members in this position must reside in the following counties: Pinellas, Hillsborough, Pasco, or Manatee.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervises, directs, and oversees, through the coordinated efforts of subordinate deputies and directors, all administrative activities of planning, forecasting, and facilitating yearly budget preparation and its implementation.
- Supervises, directs, and oversees, through the coordinated efforts of subordinate officers and directors, the development and implementation of emergency and disaster plans.
- Evaluates the overall operation of each assigned bureau to ensure compliance and adherence to Sheriff's Office policies and regulations, county ordinances, and Florida Statutes; analysis by performance, work methods, records, observations, complaints, and conferences with the Sheriff, Chief Deputy, and Bureau Commanders.

QUALIFICATIONS

- Bachelor's degree with a major in law enforcement, public administration, business administration, or a related field from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education.
- Extensive management knowledge in the field of law enforcement.
- Certification of completion of law enforcement training as required by the State of Florida.

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- Meet requirements and standards of the Florida Criminal Justice Standards and Training Commission as authorized by F.S.S. 943.13.
- Must possess a valid Florida Driver's License.

Knowledge, Skills, and Abilities

- Extensive knowledge of civil, criminal, and administrative law at all levels.
- 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.
- 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 comply with the Drug Free Workplace Act.

PHYSICAL ABILITIES

The physical abilities listed below are requirements to perform the essential functions and responsibilities.

- Requires satisfactory medical standards as stated on FDLE form CJSTC 75A, agency medical physical clearance form, and the following:
 - Visual acuity of 20/30 vision standard in each eye; if corrective lenses must be used to satisfy 20/30 vision standard, uncorrected vision should be no worse than 20/100 in each eye.
 - Hearing acuity, single hearing levels should not exceed 25 decibels at either 500, 1000, or 2000 Hz nor exceed 30 decibels at 3000 Hz frequencies in each ear.
- Ability to lift 50 lbs. from floor to waist.
- Ability to perceive sounds at normal voice range and sounds transmitted by radio and sirens.
- Ability to maintain a level of physical conditioning to be able to physically subdue, restrain, and apprehend law violators.
- Ability to meet the physical conditioning requirements of periodic in-service training in all high liability areas (firearms, defensive tactics, A.S.P., tactical driving).
- Ability to render physical assistance to victims.
- Ability to operate authorized revolver or semi-automatic handguns designated by the agency from a standing, crouching, kneeling, or prone position with either hand with



accuracy; essentials for this requirement shall consist of, but not be limited to, the following: grip, stance, sighting under various lighting conditions, trigger control, body positioning, drawing techniques and loading/unloading.

- Ability to drive a motor vehicle in a safe and efficient manner. Essentials for this requirement shall include, but not be limited to the following:
 - Ability to sit in a standard car seat.
 - Ability to use right foot for operation of gas pedal.
 - Ability to use right foot for operation of brake pedal.
 - Ability to use column gearshift.
 - Ability to obtain and maintain a valid Florida driver's license (minimum Class E)
 - Ability to utilize standard vehicle emergency equipment; ability to use mirrors for safe vehicle operation.
 - Ability to properly identify colors utilized in descriptions.
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the work place.

This list of functions, duties, responsibilities, skills, and physical abilities is not intended to be all-inclusive, and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.