

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## SHERIFF'S LEADERSHIP INSTITUTE MANAGER

**JOB CODE: 20093**

**PAY GRADE: 26**

**PAY RANGE: \$75,468 - \$120,748**

### GENERAL DESCRIPTION

Under the direction of the Director of Human Resources, the Manager of the Sheriff's Leadership Institute is tasked with the oversight of all aspects of the Sheriff's Office Leadership Institute's programs: the Career Development Programs, the Deputy Mentoring Program and the agency's performance management program. This is a multi-faceted role that includes developing, facilitating, and training leadership development courses. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employees' welfare and care, individual training in the conduct of their duties and mentoring;
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary;
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs);
- Oversees the operation of the mentoring programs; maintains the Mentoring Action Plan used as a guideline for the mentoring process and provides modules to participants in a timely manner;
- Monitors and evaluates the effectiveness of the mentoring program pairings between the deputy protégés and deputy mentors through dialogue and questionnaires; addresses any issues that might arise during the program;
- Coordinates, facilitates, and trains specialized mentorship and leadership training courses;
- Researches, recommends, and manages career development initiatives and career pathing opportunities;
- Facilitates and teaches professional leadership and supervisory development training courses, using various delivery methodologies and reflecting current standards and practices in the industry;
- Facilitates organizational change management to support the agency's core values and strategic directives;

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- Provides best practices to develop leaders, based upon experience and external industry research, while actively keeping abreast of industry trends and related leadership/organizational development and adult learning theory.
- Cultivates and maintains collaborative relationships with all agency leaders, members, and community partnerships for career development opportunities and organizational development and performance.
- Manages the maintenance and execution of the performance management program, standards of performance, personal improvement plans, and performance evaluation instruments.
- Develops, initiates, and maintains effective programs for workforce retention and succession planning.
- Works with Training Division to provide effective growth and development opportunities for members through remedial training in deficient areas.
- Provides recommendations for future growth opportunities for the Leadership Institute.
- Participates in Sheriff's Office recruitment and community relations activities as directed;

Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

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**

- Graduation from an accredited college or university with a Bachelor's Degree in Organizational Leadership, Instructional Design, Education, Human Resources, Public Administration or related field AND two (2) years' supervisory experience
- Five (5) years of progressively responsible experience developing and teaching leadership and career development programs, corporate learning and training, or organizational development.
- Or equivalent combination of education and experience.
- Experience in law enforcement or public sector field highly desirable.
- Current knowledge of effective adult learning theories and curriculum development methods.
- Must possess a valid Florida driver's license

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



- Understands human behavior and performance, individual differences in ability, personality, and interests, learning and motivation, psychological research methods, and group behavior and dynamics.
- Possesses extensive knowledge of the principles and methods of training and development.
- Exhibits strong skills and experience in verbal and written communication, effective time management, interpersonal communication, public speaking, and presentations.
- Demonstrates technical knowledge, experience, and proficiency in computer operations, Microsoft Office Professional programs, multi-media visual aids and presentation software, and office equipment for providing classroom and online training.
- Ability to set clear objectives and measures.
- Possesses skills in facilitating group processes such as role play, simulations, or focus groups in order to foster appropriate open dialogue and participation.
- 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 or stand up to 7 hours per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Lift up to 25 lbs.
- Occasionally bend, squat, reach, kneel, and twist