HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

General Manager I

Job Code: W1366
Pay Grade: WQ
Pay Scale: $33.75-$51.90 Hourly; $70,200.00-$107,952.00 Annually
Exempt: No

OVERVIEW

Perform operational and managerial duties for an area that provides routine programs and services with responsibility for planning, coordinating, and supervising assigned clerical, administrative support, technical and/or maintenance staff. Distinctions between class levels in the General Manager series are based on the size, scope, and impact of the organizational unit managed; the nature and number of functions managed; the level of supervision exercised; the nature of positions supervised; the direct budgetary responsibility; and the complexity and scope of assigned job duties and responsibilities.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Manage the day-to-day operations of a section, and coordinate and administer assigned programs and resources.
- Direct the allocation of resources to achieve timely outcomes and meet goals.
- Supervise and provide guidance and training to the assigned administrative, clerical, technical and/or maintenance staff; assign, monitor, and review work; evaluate performance and initiate corrective action as needed, including termination.
- Review and act on administrative and operational problems.
- Develop work standards and guidelines for assigned unit/section; implement goals, objectives, policies, and procedures for assigned unit/section.
- Clarify and resolve day-to-day issues regarding organizational policies, practices, programs, and projects.
- Assess staffing needs and identify shortfalls; interview, recruit, and hire new staff.
- Monitor status of allocated funds and control expenses.
- Coordinate with other areas within own organization and external agencies/departments to ensure efficient flow of communications and services.
- May represent the agency/department/division at meetings, functions, and events.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Specialized technical knowledge of a specific operational area, and the ability to perform and/or supervise specialized work in that area.
- Knowledge of federal, state, and local regulations pertaining to assigned functional area.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside own organization.
- Ability to use initiative and exercise sound judgment.
- Ability to initiate and sustain action to accomplish goals of the functional area.
- Ability to remain calm and provide guidance to subordinate staff in crisis situations.

- Ability to organize work, set priorities, and determine resource requirements.

SKILLS

- Resource Planning
- Operations Management
- Decision Making
- Policy Implementation
- Employee Performance Management
- Collaboration
- Problem Solving
- Employee Supervision
- Communication

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Six years of experience directly related to the position duties, three of which must have been in a supervisory capacity.

OR

- An associate's degree from an accredited institution of higher education.
- Five years of experience directly related to the position duties, two of which must have been in a supervisory capacity.

OR

- A bachelor’s degree from an accredited institution of higher education.
- Three years of experience directly related to the position duties, one of which must have been in a supervisory capacity.

OR

- A master's degree from an accredited institution of higher education.
- Two years of experience directly related to the position duties, one of which must have been in a supervisory capacity.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.

- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.