



## Seminole County Sheriff's Office

### MANAGER

Class Spec Code: 3200

Established Date: 10/14/2020

Last Revised Date: 01/10/2022

Effective: 06/15/2023

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#### Salary Range

\$85,009.60 -  
\$123,260.80 Annually

#### Bargaining Unit

N/A

#### EEO

EEO4-Professionals

#### Occupational Group

N/A

#### FLSA

Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Manage a team of employees in any of a large variety of divisions with responsibility for planning, directing and coordinating the activities of that section.

#### Typical Duties

***Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.***

Assists with carrying out the mission statement for assigned section. Assumes an effective leadership role and is available on a flexible schedule to ensure appropriate coverage for the operation. Assists with coordinating all activities for assigned personnel. Schedules vacation, training, and overtime.

Assist in determining staffing requirements; determine priorities, schedule, and assign work as required; Implement management decisions through the work of subordinate employees; Solve problems within the team related to work assignments.

Provide hands-on advice and assistance on work processes, best practices, and subject matter expertise to subordinates.

Assists with Inspecting appearance and equipment of assigned personnel on a routine basis. Prepares, maintains, and evaluates logs, records, reports, and other information necessary for operations.

Provides technical assistance to subordinates in the performance of their duties. Assigns duties to personnel and reviews their work through personal observation, review of reports.

Assists with developing, recommending, and implementing operating policies, procedures, and programs to affect the efficient and effective operations of the section. Identifies problem areas and makes recommendations for improved performance.

Assists with conducting supervisory inquiries as required; compiles statistical and other reports as required.

Assists with the preparation of the Section's annual budget and assures continued maintenance to the parameters of adopted budgets.

Prepares and/or effectively recommends performance evaluations, disciplinary

and/or commendatory actions for assigned personnel.

Assists in the coordination, installation, repair, and replacement of equipment.  
Assists with maintaining inventory of assigned equipment.

Acts as a liaison with other governmental agencies or committees as required.

### **Minimum Qualifications**

- Bachelor's Degree
- Five (5) year's of experience in related job assignment
- Consideration may be given to equivalent combination of related training, education and experience
- Must possess and maintain a valid Florida Driver's License

### **Knowledge, Skills, Abilities & Other**

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Considerable knowledge of the functions, services, procedures, and regulations of the unit or department to which assigned.

Skill in the application of supervisory techniques; ability to proof own work and the work of others.

Ability to interpret and explain laws, statutes, regulations, and other directives if applicable to job assignment.

Ability to prioritize work of the team.

Ability to prepare and maintain records and reports.

## **WORKING CONDITIONS**

The work environment for this position is in an office atmosphere. The incumbent performs most illustrative duties in a sedentary position. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.

## **PHYSICAL ATTRIBUTES REQUIREMENTS**

***Mobility***-Some sedentary work but some standing and walking; constant use of a computer

***Lifting***-Able to lift 25 pounds

***Visual***-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

***Dexterity***-Frequent repetitive motion and reaching

***Emotional/Psychological***-Frequent public contact; decision-making and concentration

***Special Requirements***-Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime