

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

DAVID GEE, SHERIFF

Tampa, FL



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Job Title: Manager
Job Code: W1362
Pay Grade: WO
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform day-to-day operational management duties for a small functional unit which provides routine programs and services in any of a large variety of departments and agencies with responsibility for planning, coordinating, supervising, and controlling assigned resources to achieve unit/section objectives. The position is an entry level manager and managers in this class typically manage clerical, maintenance, and technical employees.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Manage the day-to-day operations of the unit/section and coordinate and administer assigned programs and resources.
- Set direction and priorities and allocate staff and resources to projects and unit initiatives.
- Provide supervision, guidance, training, and motivation to assigned staff; assign, monitor, and review work; and evaluate performance and initiate corrective action as needed including termination.
- Perform a variety of administrative duties in support of the unit's activities.
- Implement goals, policies, procedures, and guidelines to ensure operational efficiency and effective administration of unit.
- Monitor work flow, data accuracy, and overall quality of work; assure processes and procedures are accomplished according to established guidelines.
- Assess staffing needs and identify shortfalls; interview, recruit, and hire new staff.
- Participate in budget development by providing detailed justification and persuasive arguments for proposals or unit initiatives, but has no direct budget approval responsibility.
- Coordinate with other branches/sections within own organization and external agencies/departments to ensure efficient flow of communications and services.
- Provide consultation to customers on matters relating to functional area.
- Prepare a variety of documents for the purpose of documenting activities and administering assigned programs and resources.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Considerable knowledge of the functions, services, procedures, and regulations of the assigned unit.



- Skill in the application of supervisory techniques.
- Ability to support, promote, and ensure alignment with the department's/agency's goals and vision.
- Ability to effectively recruit, select, develop, and retain competent staff.
- 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 communicate effectively, both orally and in writing.
- Ability to effectively manage and guide group efforts.
- Ability to create solutions to problems using new methods and processes.

Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from an accredited four-year degree granting college or university; and
Two years of experience directly related to the position duties.

OR

A Master's Degree from an accredited college or university; and
One year of experience directly related to the position duties.

OR

An Associate's Degree from an accredited college or university; and
Four years of experience directly related to the position duties.

OR

Graduation from high school or possession of a GED Certificate; and
Five years of experience directly related to the position duties.

Additional Requirements

- Depending on area of assignment, incumbents may be required to possess various licenses or certifications at time of hire or within the probationary period, or obtain them within a specified period of time after hire or appointment to the classification.
- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a 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 criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.