HILLSBOROUGH COUNTY
SHERIFF'S OFFICE
DAVID GEE, SHERIFF Tampa, FL

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Job Title: Program Specialist
Job Code: W2740
Pay Grade: WM
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview
Perform administrative and paraprofessional duties to support the administrative and logistical aspects of program(s). Develop, establish, and organize work processes and procedures to deliver program services, evaluate effectiveness of program(s) and efficiency of processes, and implement prescribed program guidelines and objectives.

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.

- Develop, establish, organize, and execute work processes to ensure delivery of program services; maintain work processes in accordance with existing policies, procedures, and directives to fulfill program objectives; evaluate program and resolve problems encountered during daily operations and determine appropriate solutions by recommending best practices and implementing changes where necessary.
- Interpret/explain policies, processes, applicable laws, rules, regulations, and guidelines specific to a program to resolve problems; answer program questions; and provide up-to-date information and advice to current and potential program participants; may testify in court regarding the program methodology and integrity of work processes.
- Review program operations for compliance, identify program strengths and weaknesses and areas of non-compliance, recommend corrective action, and instruct internal and external individuals and groups on proper methods and procedures for compliance with program regulations.
- Research program information to compile data and prepare documents and reports to communicate information to key personnel; maintain electronic and/or written files and records to organize data.
- Write or revise procedural and training manuals and summary reports.
- Conduct orientation, training demonstrations, and presentations for diverse audiences (e.g., individuals, groups, organizations).
- Monitor expenditures and process pre-approved expenditures; may assist in the development of the program budget.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Knowledge of the functions, activities, requirements, regulations, and objectives of the specific program/functional area to which assigned.
- Knowledge of organizational and program promotional methods and procedures relating to administrative support.
- Knowledge of budget management practices and procedures.
- Ability to monitor, oversee, and provide guidance to clients and other employees.
- Ability to communicate, both orally and in writing, with diverse groups of people (e.g., law enforcement personnel, lay persons, attorneys, senior management).
- Ability to extract information from numerous documents and sources and apply that information to reports and statistics that reflect/forecast current and future needs, capabilities, and resource availability.
- Ability to maintain files and records and prepare reports and correspondence.
- Ability to use a computer and related software.
- Ability to develop a training program and train other personnel on program methods and best practices.
- Ability to make presentations to large groups.
- Ability to handle confidential information.
- Ability to organize and to multi-task.

Minimum Qualification(s)

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

Graduation from high school or possession of a GED Certificate; and
Five years of experience with a law enforcement agency.
OR
An Associate's degree from an accredited college or university with a major in Biology, Chemistry, Criminal Justice, Crime Scene Technology, Forensic Science, or related field; and
Two years of experience with a law enforcement agency.

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.