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

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Job Title: General Manager III
Job Code: W1368
Pay Grade: WU
Exempt: Yes
Probation: Twelve-month initial probationary period

Job Overview

Perform operational and strategic managerial duties for a large functional unit/section or multiple functional units/sections providing complex services within an agency or department with responsibility for planning, budgeting, coordinating, and supervising subordinate managers/supervisors and other assigned staff or has direct financial authority for annual non-payroll budgets in excess of $100 million. Distinctions between class levels in the General Manager series are based on the size, scope, and impact of the organizational unit within the agency/department, 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.

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 complex functions with subordinate managers, supervisors, professionals, and other staff.
- Direct major programs to achieve broad organizational goals and objectives.
- Supervise and direct the activities of multiple professional level subordinates in achieving established organizational goals and objectives; coordinate functions; assign, monitor, and review work; evaluate performance and initiate corrective action as needed, including termination.
- Compile and analyze information to recommend changes and improvements to operations or service delivery methods.
- Formulate and establish goals and administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned programs and staff.
- Serve as an internal consultant to senior management.
- Present informational sessions to departmental staff and staff from other agencies and departments.
- Determine funding requirements, develop budget submissions, monitor status of allocated funds, and control expenses.
- Assess staffing needs and identify shortfalls; interview, recruit, and hire new staff.
- Serve as liaison to technical, operations, or administrative staff to analyze new legislation, work methods, or legislative requirements.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Extensive knowledge of the principles and practices of management.
- Thorough knowledge of the functions, activities, requirements, and objectives of the specific programs/functional areas to which assigned.

- Knowledge of federal, state, and local regulations pertaining to assigned functional area.
- Ability to analyze data and present ideas and information effectively, both orally and in writing.
- Ability to anticipate and meet the need of clients with a commitment to improving services.
- Ability to establish objectives and strategies, identify required resources, and develop plans to carry out work.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to establish operation or program objectives and strategies for a functional or operational area.
- Ability to analyze and report upon operating conditions and problems.
- Ability to take a long-term view and recognize opportunities to help the organization accomplish its objectives.

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
Four years of experience directly related to the position duties, two of which must have been in a supervisory capacity.
OR
A Master's Degree from an accredited college or university; and
Three years of supervisory experience directly related to the position duties.
OR
An Associate's Degree from an accredited college or university; and
Six years of experience directly related to the position duties, three of which must have been in a supervisory capacity.
OR
Graduation from high school or possession of a GED Certificate; and
Seven years of experience directly related to the position duties, four of which must have been in a supervisory capacity.

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.