

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## COMMUNITY PROGRAMS SPECIALIST

<b>JOB CODE: 20124</b>	<b>PAY GRADE: 8</b>	<b>PAY RANGE: \$31,518 - \$50,429</b>
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### GENERAL DESCRIPTION

Under the direct supervision of the Community Programs Manager, performs work of complex, wide-ranging and diverse responsibilities facilitating agency events and programs requiring overall knowledge of the agency and its resources. Incumbent relieves superior of detailed work, assisting in processing paperwork for various programs, maintaining records and coordinating community program events. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Process program applications from members of the public; maintain records of applications and programs on spreadsheets;
- Field requests for agency assets or subject matter experts from external and internal sources; coordinate details of the event with the requestor prior to distribution to appropriate agency members; maintain an internal special events calendar for operational purposes as well as an external special events calendar on the agency web site;
- Make decisions relative to changing circumstances for community events or programs;
- Draft correspondence relative to agency programs and events or letters of acknowledgement for distribution to the public or program participants;
- Facilitate approval for all aspects of special events and programs, including, but not limited to, scheduling setting up, running check in, providing information to attendees, taking notes and transcribing, taking photographs, and tearing down;
- Maintains petty cash funds; requisitions supplies for the division; and balances financial books;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



## QUALIFICATIONS

- High school graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education, pursuant to Section 1005.02(7), F.S.
- Two (2) years' experience in facilitating events/programs
- Or equivalent combination of education and experience
- An accuracy score of 80% on data entry
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work a flexible schedule, outside the normal workday, to enable participation at community programs, some nights, some mornings, and occasional weekends
- Ability to solve problems and come up with creative solutions in a fast paced environment
- Advanced knowledge and skill with Microsoft Office Suite, ability to learn internal record keeping systems
- Advanced knowledge of business writing etiquette, strong editing skills, and overall attention to detail
- Knowledge of Robert's Rule of Order
- Knowledge of basic technology set up for presentations
- Knowledge of basic photography skills
- Inter-personal skills and the ability to work professionally and courteously with fellow agency members and citizens
- Ability to communicate effectively both orally and in writing
- Organizational skills
- Time management skills
- Advanced knowledge of business English, spelling, and arithmetic
- Ability to drive a vehicle
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 6 hours per day
- Walk up to 4 hours per day
- Drive up to 1 hour per day
- Lift up to 50 lbs.
- Occasionally bend, reach, or twist