

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



SECURITY AND ELECTRONICS COMMUNICATIONS MANAGER

JOB CODE: 20066	PAY GRADE: 26	PAY RANGE: \$75,468 - \$120,748
------------------------	----------------------	--

GENERAL DESCRIPTION

Under the general direction of the Assistant Director - Information Technology, this position is responsible for ensuring the streamlined operation of the Security and Electronics Communications Section. Members perform highly technical work with supervisory responsibility in the installation, maintenance, and repair of Security and Communication Electronics equipment. Work is reviewed through observation and results obtained.

Requires availability for emergency call-outs.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Manages the deployment, monitoring, maintenance, development, upgrade, and support of all security and electronics
- Performs complex repair work requiring an advanced level of technical competency in all aspects of security and electronics maintenance
- Regular and reliable attendance is required as an essential function of the position
- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- 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

- Graduation from an accredited college or university with a Bachelor's Degree
- Five (5) years' related experience
- Two (2) years' supervisory experience
- Two (2) years' vocational training in electronics preferred
- Four (4) years' practical experience preferred
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and proficiency in the Security and Communication Electronics systems used in the Sheriff's Office to include all of the duties of the Electronics Technician job class
- Knowledge of the National Electrical Code pertaining to low voltage signaling and communications wiring, proper fire stopping procedures, and the National Fire Prevention Association (NFPA) Life Safety Code manual
- Knowledge of fiber-optic and UTP cable management to perform installation, layout and maintenance of complex, high speed UTP, Ethernet and fiber-optic cable systems
- Ability to review and/or complete personnel evaluations of staff in accordance with agency policies to ensure they are fair and impartial, and accurately reflect the job the employee performs
- Skilled in the proper use of precision testing apparatus, hand tools, and power tools of the trade
- Ability to recognize safety hazards in the work place and take precautionary methods to protect self and others
- Maintain effective working relationships with other members of the organization
- Possess time management, interpersonal, and problem-solving skills
- 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:

- Work in non-temperature controlled environments, including outdoors
- Identify the color of coded wires and parts
- Sit up to 7 hours per day
- Stand or walk up to 2 hours per day
- Drive up to 1 hour per day
- Lift up to 50 lbs.
- Occasionally bend, squat, reach, climb, kneel and twist