

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## SHERIFF'S LEADERSHIP INSTITUTE ASSISTANT MANAGER

**JOB CODE: 20094**

**PAY GRADE: 21**

**PAY RANGE: \$59,580 - \$95,328**

### GENERAL DESCRIPTION

Under the general direction of the Manager of the Sheriff's Leadership Institute (SLI) this position performs work of wide-ranging responsibilities in the delivery of specialized training. Assists with developing, facilitating, coordinating and instructing of all leadership development programs and courses to include Career and Leadership Development Programs, Mentoring Programs, Resiliency and Wellness Programs and the Performance Management Program. Member must exercise considerable latitude of independent initiative and judgment. Work is reviewed through observation and results obtained.

**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)
- Facilitates and organizes overall operation of SLI training based on agency needs
- Determines and assess SLI training needs: research, design, develop, coordinate and implement specialized and customized training programs, workshops and seminars for agency participation
- Promotes curriculum, makes recommendations for agency participation and evaluates effectiveness of training
- Plans and coordinates to ensure SLI meets various certification, recertification and accreditation requirements
- Assists with professional development, leadership and management training needs
- Provides the appropriate, ongoing training that reflects current standards and practices in the industry
- Provides instruction and coordinates required training on various intra-agency procedural issues and training requirements for agency members

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- Provides effective growth and development opportunities for members through remedial training in deficient areas
- Provides appropriate training venues within the agency, as well as in the community when necessary
- Ensures technical equipment is operating efficiently, required participant resources are available and all required documentation is disseminated and collected
- Cultivates and maintains cooperative relationships with all agency members and community partnerships for career development opportunities, organizational development, and performance
- Prepares, reviews and updates lesson plans and course curriculum for specific mandatory training required for all members when appropriate or directed
- Identifies online training resources and opportunities; coordinates and oversees administration of online training programs, and develops online training programs for the benefit of all agency members
- Provide required training and maintain all necessary documentation for accreditation standards
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may 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 in Organizational Leadership, Public Relations Management, Human Resources, Education or related field
- Three (3) years' experience in a professional training environment to also include technical knowledge, experience, and proficiency in computer operations, Microsoft Office Professional programs, multimedia visual aids and presentation software, and office equipment for providing classroom and online training
- Or equivalent combination of education and experience
- Experience in law enforcement or public sector field highly desirable
- Must possess a valid Florida driver's license



## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrates knowledge of in-depth research and development techniques
- Demonstrates strong skills and experience in verbal and written communication effective time management, interpersonal communication, public speaking and presentations
- Shows initiative and self-motivation to complete the requirements of a task
- Exhibits the ability to provide exceptional customer service, analyze and organize data for developing and coordinating customized training courses and programs to the benefit of the agency
- Evaluate and provide career and professional development opportunities for agency personnel and enhance organizational performance
- Demonstrates technical knowledge, experience, and proficiency in computer operations, Microsoft Office Professional programs, multimedia visual aids and presentation software, and office equipment for providing classroom and online training
- Ability to demonstrate basic computer skills in using Microsoft Office products
- 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 or stand up to 7 hours per day
- Walk up to 4 hours per day
- Drive up to 4 hours per day
- Lift up to 25 lbs.
- Occasionally bend, squat, reach, kneel and twist