

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ADMINISTRATIVE MANAGER

<b>JOB CODE: 63100</b>	<b>PAY GRADE: 26</b>	<b>PAY RANGE: \$75,468 - \$120,748</b>
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### GENERAL DESCRIPTION

Under the direction of the General Counsel, the main focus and responsibility of this position is to support department personnel performing various support activities. The incumbent in this position performs highly responsible supervisory work planning, directing, coordinating and implementing administrative department functions including clerical, financial, record keeping, and relationship management activities. 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;
- Ensure 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);
- Supervises subordinate professionals and clerical personnel engaged in support activities such as record maintenance, budget preparation and administration, payroll, departmental services programs, purchasing, property inventory control, and personnel management;
- Oversees database management, data analysis and reporting;
- Directs the accounting, budgeting, and fiscal operations of the department;
- Maintains schedules and itineraries for department members;
- Provides support to special projects;
- Plans, directs, implements, and supports the automation of office systems, procedures, programs and equipment, evaluates office automation systems and equipment needs, coordinates with other department personnel regarding hardware and software needs, and coordinates installation and operation of same
- Coordinates and provides intra and interdepartmental liaison functions
- Serves as a liaison with local and state offices, elected officials, and professional

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- organizations utilizing a knowledge of each organization;
- Solves a wide range of complex and sensitive situations;

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 work.

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 Business Administration, Public Administration or related field AND three (3) years' related experience AND two (2) years' supervisory experience OR
- Graduation from an accredited college or university with an Associate's Degree in Business Administration, Public Administration or related field AND five (5) years' related experience AND two (2) years' supervisory experience, OR
- 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 AND eight (8) years' related experience AND two (2) years' supervisory experience
- Or an equivalent combination of education and experience
- Must possess a valid Florida driver's license

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

- Knowledge of Florida State Government, including Governor's Executive Branch, departments and members of the Governor's Cabinet, Legislative Branch, Judicial Branch and Pinellas County Legislative Delegation, and the ability to apply this knowledge in providing administrative support and serve as aide to the Sheriff
- Knowledge of agency and department budgetary procedures and fiscal record keeping
- Knowledge of various database and software programs to efficiently perform the duties of the position
- Knowledge of public administration principles and practices
- Knowledge of accounting practices and procedures and the ability to apply such knowledge to accounting transactions
- Strong verbal and written communication skills

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- Ability to plan, direct, supervise, coordinate, organize, and inspect specialized departmental projects, programs, and activities
- Ability to prepare written reports, estimates, and cost records
- Ability to plan, direct, assign, instruct, review, and evaluate technical, supervisory, and clerical personnel
- 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 7 hours per day
- Stand up to 3 hours per day
- Walk up to 2 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, climb, reach, kneel, and/or twist