

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 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. Will assist with developing, facilitating, coordinating and instructing of all leadership development programs and courses. Responsibilities of SLI include: Career and Leadership Development Programs, Mentoring Programs, Resiliency and Wellness Programs and the Performance Management Program. Incumbent must exercise considerable latitude of independent initiative and judgment. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Facilitate and organize overall operation of SLI training based on agency needs;
- Determine and assess SLI training needs: research, design, develop, coordinate and implement specialized and customized training programs, workshops and seminars for agency participation;
- Promote curriculum; make recommendations for agency participation; and evaluate effectiveness of training;
- Plan and coordinate to ensure SLI meets various certification, recertification and accreditation requirements;
- Assists with professional development, leadership and management training needs; provide the appropriate, ongoing training that reflects current standards and practices in the industry;
- Provide instruction and coordinate required training on various intra-agency procedural issues and training requirements for agency members;
- Provide effective growth and development opportunities for members through remedial training in deficient areas;
- Provide appropriate training venues within the agency, as well as in the community when necessary; ensure technical equipment is operating efficiently, required participant resources are available and all required documentation is disseminated and collected
- Cultivate and maintain cooperative relationships with all agency members and community partnerships for career development opportunities, organizational development, and performance

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- Prepare, review, and update lesson plans and course curriculum for specific mandatory training required for all members when appropriate or directed;
- Identify online training resources and opportunities; coordinate and oversee administration of online training programs; develop online training programs for the benefit of all agency members;
- Provide required training and maintain all necessary documentation for accreditation standards;
- Participates in Sheriff's Office recruitment and community relations activities as directed;

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 Organizational Leadership, Public Relations Management, Human Resources, Education or related field AND
- Three (3) years' experience in a professional training environment to also include technical knowledge, experience, and proficiency in computer operations, Microsoft Office Professional programs, multi-media 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; and 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; and evaluate and provide career and professional development opportunities for agency personnel and enhance organizational performance

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- Demonstrates technical knowledge, experience, and proficiency in computer operations, Microsoft Office Professional programs, multi-media 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