

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## PUBLIC RECORDS PROCESSING UNIT MANAGER

<b>JOB CODE: 61057</b>	<b>PAY GRADE: 26</b>	<b>PAY RANGE: \$75,468 - \$120,748</b>
------------------------	----------------------	--

### GENERAL DESCRIPTION

Under the general direction of an Assistant Chief Deputy, the primary focus of this position is planning, assigning, and reviewing the work of subordinate members in the Public Records Processing Unit. Full responsibility for responding to public records requests is inherent to this role. Incumbent keeps supervision apprised of records requested of an unusual or sensitive nature. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employees' 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, General Orders, and Standard Operating Procedures (SOPs)
- Manages day-to-day operations of the assigned area; develops and implements administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned personnel
- Applies strong working knowledge of F.S. 119, Public Record Laws, ensuring that proper procedures are followed
- Assigns, reviews, and approves public records requests
- Verifies redactions, records, and correspondences for completeness and accuracy
- Establishes relationships with the bureaus and department liaisons for a greater understanding of where to locate documents responsive to requests
- Ensures accurate records are kept of all requests and correspondences as well as records provided in response to public record requests
- Prepares, or assists in the preparation, of the annual budget, monitors status of allocated funds, and controls expenses
- Regular and reliable attendance is required as an essential function of the position
- Participates in Sheriff's Office recruitment and community relations activities as directed



- In the event of an emergency or natural disaster, this position may be required to report 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
- Five (5) years of experience dealing with public records law or related experience
- Two (2) years in a supervisory role
- 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 of the policies, procedures, rules and regulations governing the operations of record management, retention, and destruction
- Knowledge of state statutes, laws, ordinances, and requirements related to the field of public records
- Ability to identify existing or potential problems and to develop ways to resolve issues
- Working knowledge of the functions, activities, requirements and objectives of the area assigned
- Knowledge of agency budget development and management procedures
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Ability to establish and maintain effective working relations within and outside the agency
- Ability to communicate effectively both orally and in writing
- Strong attention to detail
- Time management, organizational 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 workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat and reach