

## **BUREAU DIRECTOR, JUSTICE/CONSUMER SERVICES**

<b>Job Code</b>	<b>Pay Grade</b>
<b>21898</b>	<b>SM2b</b>

### **Nature of Work**

This is highly responsible professional, technical, and supervisory work providing planning, research, and evaluation services to the Pinellas County Criminal Justice Community as well as directing a staff engaged in investigating and enforcing regulations related to consumer protection. Work involves directing and developing the design and implementation of justice related county policies and programs involving law enforcement; prosecutor, defense counsel, jail, judiciary, correctional, and ancillary services. Responsibilities include providing staff support to the Pinellas County Criminal Justice Community. The incumbent is also responsible for activities including development of the Comprehensive Justice Master Plan, serving as program administrator for justice related federal grant funds, administration of assigned county contracts, and consulting with officials of various governmental and private agencies in criminal justice programs. Significant direct contact, representation, coordination, and interactions with county citizenry, county business community representatives, Offices of the State's Attorney, Sheriff, County Attorney, and the full range in State of Florida, federal, and local law enforcement agencies is required. Considerable independent judgment is exercised in carrying out the daily operations of the organization. The position reports to an Assistant County Administrator.

### **Minimum Qualification Requirements**

- Bachelor's Degree in public or business administration, criminology or other directly related social science field and 4 years of experience in the criminal justice system that includes 1 year supervision or supervisory training; or
- Master's degree and 2 years experience as described above, or
- An equivalent combination of education, training, and/or experience.

### **Appointing Authority May Also Require**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence and/or possess certifications in one or more assigned areas of responsibility such as criminology, courts administration, police administration or social services.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### **Illustrative Tasks (These are examples and are not all inclusive.)**

- Coordinates the regular meetings of state, local and regional justice officials and serves as chief of staff of inter-agency program development.
- Plans, directs, and supervises the activities of a staff engaged in providing protection for Pinellas County consumers in the marketplace and the business community against economic losses resulting from unethical or illegal business practices.
- Develops special justice related programs related to cross jurisdictional operations and coordinates the development of these projects utilizing an assigned group of agency planners, command staff, and support services professionals.
- Develops the evaluation design for existing programs and new programs.
- Meets on a regular basis with officials from the justice system, the mental health system, and the community support services involved with the justice system in the county and assess the level of service needed and provided.
- Serves as chief liaison with law enforcement for all requests for assistance from the county including protective services for threats to county employees, all internal investigations resulting from law enforcement action, all threats posed to any county elected officer, and any other unusual circumstance that requires law enforcement coordination.
- Serves as Executive Director for the Pinellas County Substance Abuse Advisory Board and directs all staff related activities related to the Federal Anti-Crime formula grant program.

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### Illustrative Tasks (continued)

- Serves as the justice liaison officer within the County Emergency Operations Plan.
- Investigates consumer complaints; coordinates investigative work with that of other governmental agencies.
- Provides assistance for the resolution of consumer-business disputes.
- Provides analytical studies and recommends new, or modifications to, county or state regulations.
- Promotes consumer protection education via news media, local organizations and schools; attends and/or conducts meetings of aggrieved consumers.
- Conducts Mediation/Informal Hearings between the consumer and business to reconcile differences and to preclude unnecessary legal action.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of the Florida Criminal Justice System and the Federal Penal Code.
- Knowledge of the organization and function of various state, county, and local agencies that articulate with the justice system including health services, mental health services, and emergency management.
- Knowledge of the operation, methods and management of consumer protection administration.
- Knowledge of electronic data processing equipment systems and programming.
- Knowledge of local, state and federal policies, rules, regulations and standards pertaining to the criminal justice system.
- Skill in developing alternative strategies for program implementation and presenting such alternatives in a clear and concise manner.
- Skill in interpersonal communication and the ability to manage both in pro-active setting and in crisis situations.
- Applies computer applications and software.
- Ability to interpret laws, rules, and regulations and to establish and maintain effective working relationships with other governmental units, private agencies and the general public.

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Revised	EEOC Code	Overtime Code
3/10	Officials & Managers	Exempt