



**Rick Staly, Sheriff**

# FLAGLER COUNTY SHERIFF'S OFFICE

*“An honor to serve, a duty to protect.”*

OPEN POSITION ANNOUNCEMENT			
Job Title:	Director of Human Resources	Posting Date:	September 13, 2021 Open until filled
Division:	Organizational Services Division	Supervisor:	Chief, Organizational Services Division
Shift:	Monday - Friday	Salary:	\$80,000 Minimum, DOE
<b>OVERVIEW:</b> The Flagler County Sheriff’s Office is seeking an executive staff member and team leader to direct the activities of the Human Resources Unit. Flagler County is located on the Atlantic Coast of NE Florida between Daytona Beach and St. Augustine. Flagler County is one of fifteen Florida counties named to the top 100 fastest growing counties in the nation. With 115,000 residents the population is expected to double by 2050. The Flagler County Sheriff’s Office has been the only full-service Law Enforcement Agency in Flagler County for over 100 years. We have over 300 professionals and are proud to be four-diamond accredited in Law Enforcement, Corrections, Telecommunications and Ethics. The Daytona Beach News Journal has recently named the Flagler County Sheriff’s Office as one of the 10 best places to work in Flagler County and Volusia County.			
<b>DUTIES AND RESPONSIBILITIES:</b>			
<p>Highly responsible professional and administrative work in the management of the Human Resources Unit under the direction of the Organizational Services Division Chief. This position is responsible for: Recruitment &amp; Selection, onboarding, employee classification, performance management, compensation and benefits, collective bargaining, workforce diversity, organizational culture initiatives, policy and procedure management, Risk Management functions, conflict resolution, and ensures compliance with all applicable federal and state laws and regulations. Serves as senior advisor on Human Resources for all staff and leadership and is a member of the Sheriff’s Executive Staff.</p> <ul style="list-style-type: none"><li>Manages the development and implementation of Human Resources goals, objectives, policies and priorities in regard to the oversight of the Agency’s Strategic Plan and Human Resources function.</li><li>Creates and distributes monthly reports for employee demographics and metrics.</li><li>Analyzes work processes and procedures to present recommendations for ongoing improvement.</li><li>Develops, implements and updates policies and ensures compliance with federal and state statutes, and agency policies, procedures, and regulations.</li><li>Effectively communicates human resource policies and procedures to FCSO employees, offering expertise and guidance to all employees on HR issues.</li><li>Attends and participates in professional associations; stays abreast of new trends and innovations in the field of law enforcement administration, public and financial administration, and strategic and human resource management.</li><li>Reviews and participates in disciplinary actions at Agency level.</li><li>Oversees and may have direct involvement in the hire and termination of all Sheriff Office employees and to effectively make recommendations which are given particular weight regarding the hiring, firing, advancement, promotion or any change of status of employees.</li><li>Oversee and assist with the maintenance of standards and reports necessary for Accreditation.</li><li>Oversee a successful insurance program for all lines for the Agency; knowledgeable of all benefits available to agency members</li><li>Implement a successful risk management program.</li><li>Coordinates activities for the Loss Review Program.</li><li>Understands the Agency CBA, foster good working relationships with union representatives, and coordinate and participate in all levels of the grievance process.</li><li>Assist in the implementation of an effective succession planning program.</li><li>Coordinate the Agency promotional processes.</li><li>Participates or leads Agency Review Boards as assigned.</li><li>Performs work related to this job description as required.</li></ul>			
<b>MINIMUM SELECTION CRITERIA:</b>			
<ul style="list-style-type: none"><li>Bachelor’s Degree from an accredited four year college or university in Human Resources Management, Public Administration or Business Administration or related field, Master’s Degree preferred. Professional Human Resources experience with at least three (3) years of experience in a leadership role. Local government Human Resources experience required.</li><li>Possession of a valid Florida Driver’s License.</li></ul>			
<b>SPECIAL SELECTION CRITERIA:</b>			
<ul style="list-style-type: none"><li>Human Resources Certification preferred (SHRM-CP, SHRM-SCP, SPHR, IPMA-CP, etc.).</li><li>Experience with the Tyler Munis system preferred but not required.</li></ul>			

**HOW TO APPLY:**

Any interested and qualified candidates should submit a resume and cover letter to [careers@flaglersheriff.com](mailto:careers@flaglersheriff.com).