

## ASSISTANT EXECUTIVE DIRECTOR OF OPERATIONS

**Organization:** *Florida Sheriffs Association*

**Title:** *Assistant Executive Director of Operations*

**Description:** This executive position serves in a leadership position for a dynamic and professional non-profit organization in existence to provide a forum for the 67 Sheriffs of Florida to address lawmakers, facilitate affordable training, facilitate special task forces, and provide needed legislative services. This position is responsible for reviewing and managing projects, creating and implementing programs, managing the legislative process, responding to media inquiries, managing publications, overseeing specialized services, serving as a liaison with other agencies and entities, and overseeing facility operations.

Primarily, qualified candidate must demonstrate a dedication and loyalty to the Executive Director, who is responsible for the overall operations of the Association. Candidate should be an enthusiastic, energetic, self-motivated leader with proven communications skills and a sense of urgency in serving 67 Sheriffs. The ideal candidate should possess extensive experience in law enforcement, legislative affairs, government, problem solving, project management, and process improvement. Candidate should be a visionary with excellent interpersonal skills using a team-management approach to facilitate all activities; an out-of-the-box thinker with innovation, creativity, and flexibility blended with strong political sensitivity. Candidate must have experience in legislative processes and the ability to focus on goal setting and implementing programs successfully. Candidate must have a historically proven focus on problem solving and servant leadership.

**Requirements:** Bachelors Degree from an accredited college, with an emphasis in criminal justice, political science, public administration, or communications. Strong background in public management preferred, with minimum 10 years in demonstrated executive experience in a law enforcement field.

Must reside within the metro Tallahassee, FL area.

**Location:**        *City:*            Tallahassee  
                      *County:*       Leon  
                      *State:*           Florida

**Apply By:**        August 12, 2011

**Salary:**            Salary range \$87,233.20 - \$93,446.48  
                          Anticipated starting salary at the minimum of range.

Competitive benefit package.

**Instructions:**    *Send resume to:* **Florida Sheriffs Association**  
   **Human Resources Division**  
   **P.O. Box 12519**  
   **Tallahassee, FL 32317-2519**  
   **gtravis@flsheriffs.org**

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