

BEACH SERVICES DIRECTOR

CODES/PAY RANGE

Class Code: 3030

EEO Code: A

FLSA: E

Pay Range: C

MAJOR FUNCTION

Responsible professional, administrative, and supervisory work in planning, directing, and coordinating a County Beach Management program which includes lifeguarding, environmental protection, public safety, code administration, traffic control, and concessions. Serves as Chief of Police in a law enforcement agency.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Designs, develops, and implements the Uniform Beach Code. Coordinates the Beach Management Program to include budgeting, administration, and beach operations, law enforcement, etc.

Establishes short and long-term goals, policies, and procedures relative to Beach Management.

Ensures that state and federal reports are completed per regulations. Cooperates with local, state and federal officers in law enforcement activities. Advises and assists with non-routine criminal or other investigations. May make arrests, prepare documentation on arrest and testify at criminal proceedings.

Serves as staff advisor to the Beach Advisory Board Commission. Administers budget in accordance with established policies and procedures.

Directs the preparation and analyzes records and reports to secure sufficient operations and to meet the public's demands in beach usage.

Addresses civic and other groups regarding the beach and related activities.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of management. Knowledge of the current developments in beach management. Knowledge of beach operations.

Knowledge of the Unified Beach Code. Knowledge of principles and practices of modern police science, police administration and crime prevention. Knowledge of the use of law enforcement records.

Beach Services Director (cont.)

Ability to establish and maintain effective working relationships with employees, County officials, and the general public. Ability to plan, evaluate, assign and coordinate activities performed by subordinate personnel. Ability to express oneself clearly and concisely, orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice, Business or Public Administration, Political Science, Public Planning or related field, and five (5) years experience in planning, directing, and coordinating activities preferably in a large local, State, or Federal park and recreation system or similar activity which involves working extensively with local officials and general public. A Master's Degree is preferred.

Certification as a Florida Law Enforcement Officer and successful completion of the Ocean Rescue certification course. In addition, must have and maintain EMT certification.

Must semi-annually meet the physical ability requirement of a 500-meter swim of a measured course in ten (10) minutes.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications with the exception of the above listed certifications.

ADA REQUIREMENTS

Mental Demands: Ability to speak publicly, persuasively, extemporaneously. Ability to read and comprehend professional and technical journals, manuals, financial reports, schematics, blueprints, letters, reports, memos, instructions and legal documents. Ability to perform general mathematical functions including statistics, accounting, addition, subtraction, multiplication. Ability to analyze data and develop conclusions. Ability to identify problems and formulate resolutions. Ability to write complex letters, memos, reports, instructions, agendas, summaries.

Physical Demands: Ability to traverse uneven and/or unstable ground. Ability to hear (close up, color, distance), talk, and see. Ability to run and walk (in sand and water), stand, kneel, crawl, pull, push, grasp, feel. Ability to aim and extend arms. Ability to effectuate an arrest with or without resistance. Ability to tolerate cold ocean temperatures.

Environmental Demands: Inside and outside work. Exposure to salt air, heat, humidity, rain, sand, and/or dust.

Revised 3/03
Revised 11/01
Revised 10/94