Position Number: 524
Retirement Class: HA (Regular Risk)
Class Title: F1RST Unmanned Aerial Systems Administrator
Type of Position: Civilian
Pay Grade: 14

1. Workweek: Full-Time
2. FLSA: Exempt from overtime
3. EEO Category: 06 (Administrative Support)
4. Department: F1RST
5. Section/Org Code: Compensation; Org. Code 8810
6. Location: Land O'Lakes
7. Job Summary: This position is a professional and highly responsible, civilian position involving a variety of analytical and detailed tasks for the Forensics Institute for Research, Security, and Tactics (FIRST) enterprise. Position directs research, oversees development of curricula, facilitates research and development of new tactics, techniques, procedures, and technologies, and coordinates with other governmental agencies, colleges, universities, research institutions, Non-Governmental Organizations (NGOs), and private sector businesses to develop partnerships and further the mission of the F1RST enterprise. The incumbent must exercise independent judgment and have the ability to understand and apply knowledge of laws, administrative codes, regulations, and policies relating to the training and deployment of law enforcement unmanned aerial systems. Additionally, must provide detailed analyses of internal joint training and that of external agencies to update and improve civilian and certified collective unmanned aerial systems training within the agency.
8. Working conditions: Office and field work. Position may occasionally travel to other locations within and outside County areas.
9. Position reports to: Chain of Command in accordance with current organization chart
10. Position directly supervises: No positions

11. Education and Experience: High School Equivalent (Diploma/General Equivalency Diploma) required. AA/BA Degree from an accredited college preferred. A minimum of 3 years of experience in unmanned aerial systems to include 3 years in design, development, implementation, coordination, and facilitation of unmanned aerial systems training is required. Possession of a valid FAA Part 107 drone pilot certificate is required. Must obtain CJIS Security Awareness Certification upon hire and maintain a valid Florida Driver's License at all times. Unescorted CJIS clearance as authorized by FDLE is required.

12. Illustrative duties and responsibilities:

50% DUTY AREA – Unmanned Aerial Systems TRAINER: Illustrative Tasks: Identify training needs, develop curricula and maintain a file for each training class. Conduct effective classroom training, coordinate and supervise training, maintain proficiency and certifications in all teaching areas, and participate in specialized training. Review appropriate publications and journals to keep up with new techniques. Coordinate, facilitate, and participate in research, development, testing and evaluation (RDT&E) of tactics, techniques, procedures, technologies, and other products related to the use of unmanned aerial systems in public safety.

15% DUTY AREA – ADMINISTRATIVE DUTIES: Illustrative Tasks: Assists in development of curriculum and conducts analysis of profit/loss for courses at F1RST. Ensures the creation of course flyers, advertising courses, managing enrollment, generating invoices,

collecting payments, and reconciling accounts. Schedules and tracks classrooms. Assists in completing requisitions, facilitating payment for course instructors, lodging, supplies, materials, and other equipment, and manages assigned budget. Drafts contracts, memoranda of understanding, and other agreements. Helps facilitate portions of the internship program for F1RST and supervises assigned interns to include time sheets, assignments, and projects. Assists in identification of and application for applicable grants as required, in coordination with the Grant Office, coordinates with partner organizations in pursuit of mutually beneficial grant opportunities, and oversees compliance with grant deliverables. Maintains campus buildings and coordinates maintenance, repairs and cleaning.

30% DUTY AREA - Public Relations: Illustrative Tasks: Attend and participate in community events and unmanned aerial systems demonstrations. Represent F1RST at industry tradeshows and conferences.

5% DUTY AREA - GENERAL DUTIES: Illustrative Tasks: Completes administrative forms, weekly reports, timesheets, and other administrative reports; utilizes and maintains office equipment, maintains files, distributes supplies, generates and responds to memos; attends training; receives/disseminates mail and packages; and maintains issued equipment. The member will present and clearly communicate to large groups of people at all levels of the criminal justice system. The member will be appropriately groomed and attired so as to present a professional image in accordance with PSO policies and procedures, and will communicate in an effective, professional, and polite manner with PSO personnel, outside agencies, and the general public. Organize/attend meetings, recommend commendations, and recommend training, career counseling, and special projects as needed.

13. Associated knowledge, skills and abilities:

KNOWLEDGE OF:
Emerging and current unmanned aerial systems training techniques within the specified discipline
Research techniques, statistical gathering and analysis, the ability to gather, evaluate and organize data combined with the ability to prepare reports in an organized format
Rules of evidence, criminal court proceedings, and proper safety procedures
Computer/software/office equipment skills; specifically, applicant should be familiar with Microsoft PowerPoint, Access, Excel, and Word. Agency General Orders/Policy/Procedure manuals. Calculations of Cost Per Capita Spreadsheet material/data/documents
Human Diversity Awareness
CPR

SKILLED IN:
Unmanned aerial systems
Handling confidential and sensitive information and issues
High personal integrity and sound professional ethics
Excellent interpersonal and written communication skills
Organizing, tracking, and maintaining information, data, materials, etc.
Possess short/long term memory
Microsoft EXCEL, Power Point, Word
Strong time-management skills and ability to multi-task
Preparing written and oral reports
Task organization and time management

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Effective negotiation
Problem solving and conflict resolution
Cultivating and maintaining pleasant relations with other governmental agencies, colleges, universities, research institutions, NGOs, and private sector businesses in furtherance of the FIRST mission

ABILITY TO:
Ability to assess expert witness testimony
Ability to communicate effectively, both orally and in writing
Ability to understand and carry out oral and written instructions
Ability to establish and maintain effective and cooperative working relationships at all times with supervisors and peers while maintaining a professional bearing and attitude
Ability to assume responsibility and exercise good judgment in making decisions within the scope and authority of the position
Ability to maintain confidentiality
Ability to maintain and monitor the Accreditation process for quality control
Must possess a valid Florida Driver's License
Operate motor vehicles in a safe and efficient manner, day or night, in compliance with all state laws and regulations regarding operation and licensure

MINIMUM PHYSICAL AND OTHER REQUIREMENTS

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 8 hours per day
- Walk up to 8 hours per day
- Drive up to 4 hours per day
- Frequently lift up 20 lbs.
- Occasionally lift up to 100 lbs. with assistance
- Continuously reach
- Frequently bend, walk, stretch, crawl and lift
- Occasionally squat, climb, kneel, or twist
- Incumbent may be exposed to or experience toxic or hazardous chemicals used in advance crime scene processing biological evidence

Other Requirements:

- 20/30 vision in each eye (corrected/uncorrected)
- Ability to hear conversation at a normal level (assisted or unassisted)
- Ability to work in hazardous conditions
- Requires manual dexterity, flexibility and considerable strenuous physical exertion
- Ability to use tools and machinery with proficiency
- Ability to work shift work, which may include off hours shifts, weekends and/or holidays
- Ability to wear protective clothing
- Ability to work outside in extreme heat and cold

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14. Equipment or machines routinely used in this position: Agency vehicle, unmanned aerial systems, cell phone, telephone, agency computer, agency software programs; calculator; photocopier; facsimile machine.

15. Amount and type of supervision position receives: Employee works under moderate guidance and supervision from the Chain of Command in accordance with current organization chart.

16. Review procedures: Work is reviewed upon completion and/or periodically by Chain of Command in accordance with current organization chart. This position receives a written performance evaluation in accordance with General Order 35.1.

17. Essential Tier Response: Tier 1 - Key and Mission Essential: This position designation is for those that are needed to ensure the immediate and continued support for operations and mission essential functions within the agency. It is necessary for this position to perform duties of leadership, specialized functional support, or subject matter expertise required to sustain the organization.

18. Remote Work. Position has option for remote work with bureau commander approval. Employees authorized for remote work may be required to return to the office periodically or upon request when needed, and any decision to allow remote work remains in PSO's absolute discretion and may be subject to change at any time.

19. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are annual averages and as such are subject to periodic fluctuations. The list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

20. This position may be subject to lateral transfer at the Sheriff's discretion based on the needs of the agency and/or development of the member. A lateral transfer is a move of position and/or title within the same pay grade or equivalent. A lateral transfer may result in change in schedule, change in responsibilities, change in assigned equipment, and/or change in assignment location. However, no lateral transfer shall affect a member's base pay.

21. This position is eligible for an assigned agency vehicle.

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