**MANAGER, MEDICAL EXAMINER OPERATIONS**

Salary Range:    $77,153 to $100,000 Annually

Department:                    Medical Examiner’s Office/Administration

Location:                           3126 Gun Club Road, WPB

Hours:                               8:00 A.M. to 5:00 P.M., Monday - Friday

Other:                               Must be able to lift 50 pounds.

**THIS IS AN AT-WILL POSITION.**

Plans, organizes and directs the operations of the Medical Examiner’s Office.  Supervises the Forensic Supervisor, Morgue Supervisor and clerical staff.  Recommends hiring, termination and promotion of personnel; writes performance evaluations; handles employee complaints; prepares annual budget and monitors expenditures.  Acts as a public relations officer for Medical Examiner’s Office.  Liaises with the medical community, funeral homes, law enforcement agencies and the public.  Conducts specialized investigations at the Medical Examiner’s request.  Work is performed under the supervision of the Medical Examiner and is reviewed through reports, periodic staff conferences and direct observation.

The Palm Beach County Board of County Commissioners provides an excellent benefits package, including medical, dental and life insurance as well as vacation and sick leave, tuition reimbursement and participation in the Florida Retirement System.

**QUALIFICATIONS:**

**Bachelor's Degree in Criminal Justice, Public/Business Administration or related field; minimum of five (5) years of experience in** **death investigation and two (2) years of supervisory and administrative experience.**

***PREFERENCE FOR EXPERIENCE*:**  Supervising a staff of 10 or more **(must specify on application)**; preparing budgets; monitoring expenditures; using Advantage or other financial/budget system **(must specify on application)**.

**NOTE:** It is not necessary to submit another application for this position if you applied 10/7-11/19.

Visit [www.pbcgov.](http://www.pbcgov.com)jobs for job description and to apply online.  May submit scannable application/resume with any Veteran’s Preference documentation to Palm Beach County Human Resources, 100 Australian Avenue #300, West Palm Beach, Florida 33406  Info 561/616-6888  Fax 561/616-6893 (No e-mail applications/resumes accepted).  **Applications/resumes must include Job ID number, and will be accepted no later than 5:00 p.m. on November 22, 2019.  EO/AA M/F/D/V**, **Drug Free Work Place; All employees of Palm Beach County may be required to work before, during and/or after a natural or man-made disaster or hurricane.**