

JAIL ADMINISTRATOR

FUNCTION OF THE JOB

Under direction, to be responsible for the administration and operation of the Sheriff's Department Jail Division, and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Serves as the head of the Jail Division of the Sheriff's Department, including the County Jail and Huber facilities.
2. Directs the coordination of Jail operations with other governmental and private agencies such as the courts, District Attorney's office, police departments, Public Defender's office, Probation and Parole, Division of Corrections, Federal Marshall, etc.
3. Ensures the efficient and effective operation of the Division in conformity with state and federal statutes, rules, codes, regulations and Department policies and procedures.
4. Develops, oversees and ensures compliance of operating policies and procedures; recommends and/or implements changes to existing policies to ensure the safety and security of inmates and employees.
5. Establishes goals and objectives for the Jail Division and methods of achieving them; evaluates and monitors their progress and effectiveness.
6. Ensures the proper management of all required programs related to the booking, housing and release of inmates.
7. Reviews and submits statistical reports and records concerning inmate population; projects trends in Jail populations and plans for future staffing and physical plant needs.
8. Directs the recruitment, selection, training, supervision and evaluation of Jail staff; oversees the handling of any personnel issues of the staff, and authorizes corrective action.
9. Approves annual training curriculum and in-service activities; ensures Jail staff attain any necessary certifications and are provided the proper levels of training prior to delegation of work location and assignments.
10. Directs the preparation of the Jail Division budget and related documents; makes requests for capital projects; identifies potential revenue sources; approves expenditures; monitors budget deviations and authorizes adjustments as necessary.
11. Oversees the creation, and coordination of contract services for the Jail Division such as medical, food, commissary and counseling services; monitors all contracts and contract staff to ensure expectations and contractual obligations are met.
12. Identifies and analyzes industry and facility-specific trends; develops solutions and strategies to address current and forecasted problem areas.
13. Prepares detailed and complex recommendations and reports, and makes detailed oral presentations.
14. Represents the Sheriff before various boards and committees, elected officials, and department heads, and presents recommendations.
15. Serves as a representative of the Department at meetings of the Criminal Justice Coordinating Council, community business, civic and law enforcement groups, County Board and elected officials.
16. Establishes and maintains effective working relationships with County staff, other units of government, elected officials, state and federal agencies, law enforcement and legal personnel, contracted vendors and the public.
17. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the state and federal rules, regulations and codes governing the operation of detention facilities and the secure detention of inmates.
2. Thorough knowledge of standard and Department operating policies and procedures of the detention facilities.
3. Thorough knowledge and understanding of various modern correctional management and inmate supervision philosophies including their methodology, application and operation.
4. Comprehensive knowledge of the operation and purpose of detention facilities and of related care, service and security programs used at such facilities, including physical plants and building systems.
5. Comprehensive knowledge of the principles and practices of administration, management and supervision including budgeting, planning and program evaluation.
6. Comprehensive knowledge of occupational hazards and safe work practices.
7. Comprehensive knowledge of the automated detention management system.
8. Comprehensive knowledge of leadership principles, communication skills and group dynamics.
9. Working knowledge of computerized department program software, Internet access, database, spreadsheet and word processing programs.
10. Ability to utilize word processing, database and spreadsheet programs.
11. Ability to direct the detention operations and staff programs.
12. Ability to effectively plan, select, assign, supervise and review the work of others, and handle any personnel concerns of the staff.
13. Ability to initiate, develop and implement administrative procedures and evaluate their effectiveness.
14. Ability to establish and maintain detailed accurate records and prepare and effectively present oral and written reports.
15. Ability to effectively present ideas, concepts and recommendations to supervisors.
16. Ability to coordinate detention services with other legal, law enforcement and community agencies.
17. Ability to establish and maintain effective working relationships with County staff, other units of government, elected officials, state and federal agencies, law enforcement and legal personnel, contracted vendors and the public.
18. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from an accredited college or university with a bachelor's degree in criminal justice, sociology, public or business administration, or a closely related field.
2. Five (5) years of work experience in a civil or military law enforcement unit or detention facility, three (3) years of which must be in a supervisory capacity.
3. Valid driver's license.