

DEPUTY JAIL ADMINISTRATOR

FUNCTION OF THE JOB

Under direction, to perform work involving the supervision of the overall Jail Division, the development and review of Jail policies and procedures and the administration of inmate programs, and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Oversees the daily operation of the County's Jail and Huber facilities, programs and activities; implements and evaluates all services and operations provided by the Jail Division to ensure operational efficiency and effectiveness and compliance with federal, state and County regulations and codes.
2. Provides support and guidance to Corrections Captains regarding Jail Division operations and coordinates operations between all shifts and jail facilities.
3. Supervises and oversees the inmate classification unit and system; administers and reviews the inmate electronic monitoring program.
4. Plans, assigns, directs, coordinates and evaluates the work of assigned employees in the Jail Division; handles personnel concerns of the staff.
5. Researches, develops and implements Jail Division policies and procedures, interim guidance and informational directives; reviews, analyzes and modifies existing written policies and procedures to ensure conformance with federal and state codes, rules and statutes, and with industry best practices.
6. Oversees the hiring process for Jail Division employees; plans, oversees and evaluates the administration of the Jail Training Program for new employees and for in-service training activities.
7. Oversees the investigation of serious breaches of Jail Division policies, procedures and rules, and the resolution of complaints from staff, inmates, attorneys and the public; recommends and/or implements corrective action.
8. Assists with the development of the Jail operating budget and related documents including equipment, supplies, personnel/staffing needs, training and capital projects; administers and manages approved expenditures.
9. Oversees the records retention activities of the Jail Division, including proper completion, filing, release and retirement of records.
10. Develops and oversees program development for inmates and Jail Division operations.
11. Coordinates, creates and monitors contract services for the Jail Division such as medical, food, commissary and counseling services; ensures the compliance of such contracts.
12. Serves as head of the Jail Division in the absence of the Jail Administrator.
13. Acts as a liaison for the Sheriff by serving on committees and boards, making presentations, addressing and resolving community concerns, and acting as a resource to local governmental units and the public.
14. Plans, evaluates and coordinates overall Jail staffing to ensure appropriate staffing levels under changing operational conditions; redirects and/or reassigns workloads; develops alternate training strategies or staffing patterns.
15. Coordinates the maintenance and service needs of the Jail facilities and its systems with County or contracted repair staff; conducts inspections of the facilities; coordinates and ensures emergency operations and preparedness regarding Jail incidents and staff and inmate safety.
16. Researches, prepares, maintains and/or coordinates a wide variety of statistical, operational or budgetary information; responds to requests for information; prepares and presents detailed oral and written reports.
17. Establishes and maintains effective working relationships with County staff, other units of government, elected officials, state and federal agencies, law enforcement and legal personnel,

SENIOR CORRECTIONAL FACILITIES MANAGER

Page 2

- contracted vendors, and the public.
18. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of state and federal statutes, rules, regulations and codes governing the operation of detention facilities and the secure detention of inmates.
2. Comprehensive knowledge and understanding of various modern correctional management and inmate supervision philosophies including their methodology, application and operation.
3. 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.
4. Comprehensive knowledge of standard and department operating policies and procedures of detention facilities.
5. Comprehensive knowledge of supervisory practices and principles.
6. Comprehensive knowledge of leadership principles, communication skills and group dynamics.
7. Comprehensive knowledge of automated detention management systems.
8. Comprehensive knowledge of occupational hazards and safe work practices.
9. Considerable 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 handle difficult and complex problems that occur within established legal and procedural guidelines.
12. Ability to appropriately analyze and establish priorities under competing and changing conditions.
13. Ability to effectively plan, assign, supervise, train, coordinate and evaluate the work of other employees and management staff, and handle any personnel problems of the staff.
14. 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.
15. Ability to communicate effectively with a wide variety of individuals and groups.
16. Ability to establish and maintain detailed, accurate records and prepare and effectively present oral and written reports and recommendations.
17. Ability to provide guidance and interpretation of departmental policies, procedures, rules and regulations.
18. Ability to effectively coordinate the management and service of detention physical plants and building systems.
19. 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. Four (4) years of work experience in a civil or military detention facility, one year of which must be in a supervisory position.
3. Valid driver's license.