

Jail Administrator

Ashe County, NC

Job Description

SUMMARY The Jail Administrator is responsible to plan, organize, implement, operations and programs in the Detention Center. The Jail Administrator shall assign and direct subordinates, ensuring that all policy, rules, regulations, orders, procedures and directives are enforced and implemented. The Jail Administrator shall make independent decisions or recommendations in the hiring, promotion, transfer, discipline or discharge of Sheriff's Office employees in accordance with employee policy and procedures manual. The Jail Administrator is directly accountable to the Sheriff and Chief Deputy for the implementation of all of the Sheriff's orders and direction concerning the operation of the Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides supervision and interpretation of procedures to Detention Center supervisors and personnel. Develop, implement, and monitor policies and procedures for Detention Center operations and insure that these are readily available to personnel in the facility.

Manage facility supervisors and counsel personnel as required. Develop job descriptions, employee objectives, and perform supervisory employee performance evaluations. Make recommendations to the Sheriff or Chief Deputy to relieve from duty any personnel considered incapable of performing required duties. Provide professional development guidance for all assigned personnel.

Meet with the Sheriff, Chief Deputy, and other management staff to discuss policies, procedures, and programs that affect the operation of the facility. Participate as needed to assist with department-wide planning and program development. Attend meetings as required to represent the detention center, as requested by the Sheriff or Chief Deputy.

Receive the complaints and notification of the grievances of the employees, and use independent judgment in making recommendations to effectively adjust the complaints and grievances.

Prepare the facility budget, monitor and manage the budget and prepare reports and analysis as required. Responsible for the fiscal status of detention center operations, this includes: managing accounts receivable and managing accounts payable.

Research, plan, organize, and conduct facility training as required. Responsible for training of facility personnel in compliance with the North Carolina Sheriff Training Standards Division and the Sheriff's objectives. Attend training programs as required to keep current on issues affecting facility operations and monitor the required in-service training program.

Utilize a wide variety of specialized computer systems to prepare data for program evaluation requirements. Utilize this information and data to plan, organize, and implement program changes in the facility as required.

Manage the required programs related to the housing, booking, and releasing of inmates. This management ensures that: inmates are informed of jail rules; proper inmate release dates are accomplished; the facility maintains fire and safety codes as required; and facility responsibilities related to the transportation of inmates are accomplished.

Communicate with a variety of agencies and administrators regarding the detention center operations. These communications include: Public Defenders Office, North Carolina Department of Public Safety, United States Bureau of Prisons, District Attorney's, members of the Clergy, and medical professionals.

Manage all aspects of contracted services in the facility. These contracts include: inmate housing (state and federal); inmate food service, inmate commissary service, inmate medical and inmate health service, and alcohol and drug abuse screenings.

Insure that all inmate complaints are investigated. Manage all aspects of the inmate disciplinary program and proceedings; provide due process as required by law.

Any other duty as assigned.

SUPERVISORY RESPONSIBILITIES: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be knowledgeable of computer hardware, software and accessories as well as North Carolina General Statutes regarding housing of prisoners. Must understand in detail, interpret and apply 10A NCAC 14J. Must know about safety issues and proper safety procedures and be flexible and adaptable to change. Must be able to keep accurate records and make detailed reports.

EDUCATION and/or EXPERIENCE

High school degree.

Possess or successfully complete NC Detention Officer Certification within NC Sheriff Training Standard's division time lines.

Five years' work experience as a Detention Officer or related field.

LANGUAGE SKILLS: Must possess above average oral and written communication skills.

MATHEMATICAL SKILLS: Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.

REASONING ABILITY: Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise judgment, decisiveness and creativity required in situations involving the direction, control and planning of the Detention Center programs.

Valid North Carolina Driver's license with no restrictions

PHYSICAL DEMANDS: Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as a vehicle, taser, restraint devices, calculator, tape recorder, computer terminal, first aid equipment, Alco-sensor, and camera.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.

Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

WORK ENVIRONMENT: Work is performed in a detention center and may involve confronting abusive and/or threatening inmates.