

# Assistant Jail Administrator

Dept/Div: Sheriff

FLSA Status: Exempt

## General Definition of Work

Performs difficult advanced protective services work assisting in the directing, supervising and coordinating the activities of the Jail and Court Security Divisions, and related work as apparent or assigned. Work is performed under the general direction of the Jail Administrator. Continuous supervision is exercised over those assigned.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function 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.*

## Essential Functions

- Assists in managing the Pine County Jail.
- Assists in managing Court Security/Courthouse Security operations.
- Assists in managing personnel; training, discipline, development and coaching; assists in administering staff supervision functions; conducts hiring process; schedules work assignments; assists in establishing professional performance standards; directs evaluations of staff work performance; approves time sheets, time off hours and leave reports; assigns work to staff, training to personnel, reviews work of staff, reviews and approves reports for incidents by staff, maintains personnel files.
- Makes recommendations for hiring, discipline, promotion and accommodations; conducts hiring process; posting, assessment and interviews.
- Assists in preparation of budget for Jail.
- Assists in managing budget for Court/Courthouse security.
- Manages facility operations, repairs; oversees contracts for environmental, maintenance and kitchen appliances.
- Ensures minimum standards and compliance with applicable laws, statutes and rules.
- Maintains and reports quarterly and special activities to the Minnesota Department of Corrections; conducts yearly reports for the Department of Justice concerning jail operations
- Coordinates transports of inmates for Jail and courts; coordinates extradition process.
- Assists in managing Jail transport fleet.
- Assists in establishing and implementing jail policy and procedures, detention security plans, ensures compliance with state and federal standards.
- Attends meetings, training, conferences and community forums as a representative of the Sheriff's Department and Jail Division.
- Analyzes and resolves operating problems as they arise.

## Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of the security, rules, regulations and procedures of the institution; thorough knowledge of corrections practices as related to the supervision and care of jail inmates; thorough knowledge of the methods of operating two-way communications systems; thorough knowledge of the geography of the county; ability to enforce institutional rules firmly and fairly; ability to detect potential behavior or health problems of inmates; ability to deal with the public under stressful conditions and remain calm; ability to carry out oral and written directions accurately; ability to solve problems within scope of responsibility; ability to supervise the activities of inmates; ability to prepare records and reports; ability to establish and maintain effective working relationships with associates and the public.

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## Education and Experience

High school diploma or GED and considerable experience in the areas of corrections and supervision, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking and sitting and occasionally requires using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment, Non-Lethal Weapons and Noxious Odorswork occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

- Security procedures
- Supervision of inmates
- Signs of suicide risk and suicide precautions
- Vulnerable inmates
- Response to resistance regulations and tactics
- Report writing
- Inmate rules and regulations
- Rights and responsibilities of inmates
- Fire and emergency procedures
- Key control
- Interpersonal relations and communication skills
- Diversity training
- Right to know
- Blood borne pathogens and communicable diseases
- Direct supervision
- Dealing with mental illness
- Prison rate elimination act (PREA)
- CPR
- First aid
- MN Department of Corrections 2911 Rules
- General management
- Performance reviews
- Decision making processes
- Labor law
- Employee-management relations
- Criminal justice system
- Coaching and mentoring
- Valid driver's license in the State of Minnesota.