

Jail Administrator

Dept/Div: Sheriff

FLSA Status: Exempt

General Definition of Work

Performs complex advanced protective services work developing policies and procedures; coordinating and supervising all aspects of the Jail Division operations, Court Security, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Sheriff. Departmental supervision is exercised over all personnel within the Jail.

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

- Maintains a safe and secure environment for inmates, staff, vendors, volunteers, and visitors to the facility.
- Establishes and implements jail policy and procedures; establishes detention security plans; maintains compliance with state and federal standards.
- Manages personnel; hiring, training, discipline, development, and coaching; administers staff supervision functions (schedules work assignments, establishes professional performance standards, directs evaluations of staff work performance).
- Coordinates jail services with criminal justice agencies (sheriff, courts, county attorneys, state/county probation, HHS).
- Directs and administers support, contracted services (medical services, food service, maintenance, security).
- Analyzes and resolves operating problems as they arise; verifies and monitors effectiveness of jail services.
- Approves leave reports, vacations, sick leave, comp hours, shift bidding and vacation bidding.
- Produces and distributes periodic reports to the Sheriff, County Administrator and MN Department of Corrections regarding jail activities.
- Directs the coordination of transport services related to jail and courts for both criminal and civil cases.
- Directs the administration of the county sentence to service program.
- Attends meetings, training, conferences, community forums as a representative of the Sheriff's Department and Jail Division.

Knowledge, Skills and Abilities

Comprehensive knowledge of County and departmental policies, practices and procedures; comprehensive 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.

Education and Experience

Associates or Technical degree in Criminal Justice and extensive experience in corrections and supervision, or equivalent combination of education and experience.

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Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, lifting and repetitive motions; 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; hearing is required to perceive information at normal spoken word levels; 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 work 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 Inmate
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 rape 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.