

# MOWER COUNTY CLASS SPECIFICATION

## CLASS TITLE: Jail Administrator

<b>DEPARTMENT:</b> Sheriff's Department	<b>ACCOUNTABLE TO:</b> Chief Deputy/Sheriff	<b>BARGAINING UNIT:</b> Non-Represented
<b>GRADE:</b> 12		<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> The Jail Administrator represents a first line supervisor that has full supervisory responsibility over the activities of all jail personnel. The classification is responsible for planning, implementing and monitoring all jail programs, jail security, inmate security, and fiscal operations of the jail. It is the responsibility of this position to assure department, state, and County policies, procedures and guidelines are adhered to and in compliance.		
<b>DISTINGUISHING CHARACTERISTICS:</b> This position is a non-licensed supervisory position within the Sheriff's department. The position operates a first level supervisor over all jail personnel and jail operations. The Jail Administrator receives work direction from the Chief Deputy and the Sheriff in the planning and implementation of jail operations, programs, policies and procedures. The Jail Administrator is afforded considerable independency in the performance of existing jail functions, programs, policies and procedures. However, the position does work under the guidance, direction and management authority of the Chief Deputy and Sheriff in matters pertaining to budget development, policy development, new program creation, or interactions with outside agencies or organizations that may adversely impact the department, as a whole.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	Supervises the activities of all jail personnel, as a full supervisor, by: <ul style="list-style-type: none"> <li>• Initiating and participating in all disciplinary investigations and actions involving jail personnel and first level grievance actions for the County.</li> <li>• Scheduling work assignments, controlling work functions and activities to be performed by staff.</li> <li>• Conducting formal performance evaluations; educational plans and corrective pans for staff; promotion and discharge recommendations.</li> <li>• Initiates and participates in the recruitment, selection and hiring actions for jail personnel.</li> </ul>	Daily 35%



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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
2.	Supervises prisoner security and booking procedures of outgoing and incoming inmates. Monitors jail maintenance procedures to assure accordance with conditions conducive to good health and welfare. Implements and monitors security operations and activities to provide for the proper care of inmates' medical and personal well-being.	Daily 15%
3.	Supervises jail scheduling including daily training activities, review of shift activities and jailer performance. Reviews inmate complaints and inmate classifications. Supervises prisoner board billings and jail inspection process. Recommends and implements inmate disciplinary investigations and actions.	Daily 15%
4.	Assists the Chief Deputy and the Sheriff in the development of the jail budget. Assesses jail needs and makes budgetary requests to the Sheriff or Chief Deputy pursuant to cost analysis and operation assessment of past and future budgetary needs and costs. Administers and implements the approved jail budget in accordance with departmental and County policies and procedures.	Monthly 5%
5.	Assists in the planning, implementation and coordination of new and existing jail programming designed for the treatment of inmates. Screens inmates as to their eligibility for various jail treatment programs.	Varies 10%
6.	Conducts weekly inspections of the facility to assess jail security, sanitation and safety. Recommends, writes and implements revised policies and procedures to address changes or revisions in DOC regulations.	Weekly 10%
7.	Coordinates the contracting activities of the jail with other jailers, providers or agencies. Contacts the DOC and other agencies when jail capacity is reached.	Varies 5%
8.	Conducts and participates on special projects, task forces or committees as delegated by the Chief Deputy or Sheriff.	Varies 5%
9.	Performs other duties of a similar nature or level.	As Required



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### **Knowledge** (position requirements at entry):

Knowledge of:

- Laws, rules and guidelines pertaining to the care, safety and supervision of inmates and jail operations;
- Self defensive techniques;
- General supervisory principles, techniques and practices;
- Jail security operations and practices relevant to a confined facility;
- Emergency procedures and practices in matters affecting public safety due to violence, criminal action or natural forces;
- Departmental policies, rules, guidelines, regulations and of laws or ordinances impacting jail operations or the care of inmates;
- County administrative policies and procedures relevant to all departments of the County (i.e. purchasing, personnel actions, budgetary).

### **Skills** (position requirements at entry):

Skill in:

- Interpreting and implementing regulations and policies impacting jail security and operations;
- Supervising, planning, delegating, evaluating and coordinating the work activities and functions of jail personnel;
- Planning, implementing and coordinating the development or implementation of jail programs;
- Developing cooperative working relationships with outside agencies, officials, law enforcement agencies or outside providers of service;
- Handling stressful situations and conflict;
- Writing and preparing statistical reports required of local or state agencies;
- Assisting in the planning, monitoring and implementing fiscal operations and budgeting requirements for a jail facility;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **Training and Experience** (position requirements at entry):

Associate degree or two-year technical certificate in corrections and one years of Jailer experience; or three years of previous work experience as a Jailer; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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**Licensing Requirements** (position requirements at entry):

- None to gain entry into the classification.

**Physical Requirements:**

Positions in this class typically require: standing, kneeling, reaching, lifting, fingering, grasping, feeling, talking, hearing, and seeing.

Incumbents may be subjected to personal injury, physical violence, fumes, odors, dusts, gases, poor ventilation, blood, body fluids, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noise, contagious diseases and travel.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Classification History:**

Draft prepared by Bjorklund Compensation Consulting (BCC)

Date: 5/00

History: Previous classified as a licensed Sergeant.

