

DEPUTY JAIL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a position involving responsibility for assisting in the administration and direction of all operation at the Sullivan County Jail Facility. This is administrative work involving broad latitude for independent responsibility and judgment in supervising and coordinating the administrative, fiscal and operating affairs of the Jail. Assistance will also be provided in the planning, development and implementation of policies, programs and practices in support of the Jail operations. Work is performed under the general supervision of the Jail Administrator. Direct supervision is exercised over the work of the Jail staff. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists in establishing and revising policies, programs and regulations to provide for the effective and efficient management of the Sullivan County Jail, subject to the administrative approval of the Sheriff;

Assists in ensuring that all governmental rules, regulations and minimum standards for jails are complied with;

Participates in recruitment, interviewing, selection, and training for all Jail personnel;

Participates in the counseling, discipline and, if necessary, discharge of facility personnel;

Assists in the establishment of recreation, training and rehabilitation programs for inmates held within the facility;

Recommends appropriate policies and programs (to provide) for the effective care of inmates in such areas as health, hygiene, food, personal problems, legal rights, necessary transportation, etc.;

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May represent the Sheriff and County in union negotiations;

Hears and takes appropriate action on inmate complaints and requests;

Conducts inspections of jail facilities and grounds;

Prepares and submits reports as required;

Assists in the planning, direction and control of policies and administrative procedures necessary to insure compliance with such assignments, leave, uniforms, reporting channels, grievances, jail operations, etc.;

Assists with the organization, planning, management and control of the jail, evaluates manpower needs for the various shifts, develops staffing needs and prepares schedule of tour assignments;

Interacts and may serve as a liaison with State, County and local agencies, i.e. State Commission of corrections, local courts, District Attorney's office, Mental Health, NAACP, etc. and keeps the jail administration informed on all matters relating to jail operations;

Responsible for the preparation of financial and statistical reports;

Prepares operational and administrative reports relating to the Jail and its operation;

Responsible for the maintenance of the physical facilities of the Jail;

Insures the requisitioning of necessary supplies and equipment is accomplished;

May assign and supervise the maintenance of office records and files; initiates and composes necessary correspondence;

Collects data and compiles reports which will provide useful management information;

Determines and coordinates the use of data processing applications within the Department;

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Reviews and analyzes departmental routines and procedures with the intent of effecting a more efficient and economic operation;

Carries out special requests of the Sheriff, Undersheriff and/or Jail Administrator.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the modern principles and practices of corrections facilities administration; good knowledge of the New York State Penal Code, Correction Law, Code of Criminal Procedures and New York State Commission of Correction Minimum Standards as they relate to the governing of a County Jail; working knowledge of criminal behavior, its causes and treatment; ability to assign and supervise the work of others; ability to gain the confidence and cooperation of others; ability to gain the confidence and cooperation of others; ability to read and understand various laws, rules, and regulations related to county jail administration; ability to communicate effectively both orally and in writing; resourcefulness; initiative; and ability to deal effectively with prisoners during periods of emotional disturbance and physical violence.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Criminal Justice, Corrections, Penology, Sociology or a related field and three (3) years involving direct supervision of inmates in a correctional facility, one (1) year of which must have also involved supervision of other facility staff; or

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- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminal Justice, Corrections, Penology, Sociology, or a related field and five(5) years of experience involving direct supervision of inmates in a correctional facility, one (1) year of which must have also involved supervision of other facility staff; or
- (C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years experience in a correctional facility in a position involving direct supervision of inmates, one (1) year of which must have also involved supervision of other facility staff; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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