JAIL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for maintaining the safety and security of staff and property as well as overseeing the care, custody and well-being of inmates in the County Correctional Facility. The Jail Administrator functions as facility supervisor to insure compliance with facility operating rules and regulations. The incumbent develops and implements on-the-job training programs for staff to both orient new personnel and improve skills of existing staff. The work is performed under general direction of the Sheriff with leeway allowed for the exercise of independent judgment in carrying out details of the work. The Jail Administrator has responsibility for budget preparation and overall facility security. Supervision is exercised over the work of all Correction personnel. 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.*

Supervises corrections operation by issuing orders and disseminating required information to subordinate correction staff to insure a secure correctional facility;

Develops and coordinates social, educational, and recreational activities and programs for inmates;

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

Assigns the facility security staff to specific areas and/or tasks and establishes controls to determine compliance with directives;

Prepares work appraisals on correction staff, reviews marginal employees, counsels them in an effort to improve performance and, if necessary, disciplines and/or discharges employee;

Represents the Sheriff and County in union negotiations;

Interacts and serves 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 Sheriff and Undersheriff informed on all matters relating to Jail operations;

Develops and maintains new or revised practices for security, inmate custody, and control in response to changing situations at the facility by evaluation of problems by on-site inspection and consultation with employees;

Formulates procedures for control of contraband and orders searches as required;

Oversees the safe and secure transport of inmates from the county facility to State correctional institutions;

Develops security plans for the county facility including access, issuance and use of keys, weapons, and other equipment;

Develops policies and procedures relating to all aspects of operating the county correctional facility;

Prepares descriptions and specifications for purchase orders;

Reviews contracts of vendors providing services/goods to the county facility;

Assists in the preparation and maintenance of the annual operating budget for the county correctional facility;

Prepares a variety of records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the modern principles and practices of corrections facility administration; thorough knowledge of the rules, regulations, and requirements of the New York State Penal Law, Criminal Procedure Law, New York State Correction Law and New York State

Commission of Correction Minimum Standards for governing the treatment of inmates, safety and security of the facility and department employees; thorough knowledge of the layout and location of security personnel post assignments at correctional facilities; thorough knowledge of the problems of correction facility inmate supervision; thorough knowledge of search and frisk methods; thorough knowledge of the proper function of correction facility security equipment; good knowledge of the safe use of chemical restraining agents; good knowledge of human behavior in relation to correction facility inmates; good knowledge of budgeting process to identify and support personnel and equipment needs for a security facility program; ability to plan for and train subordinate corrections staff in work situations; ability to read, understand, and interpret reports, rules, and regulations governing the operation of a correction facility; and ability to take charge and determine appropriate action in emergency situations.

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, Penology, Sociology, Corrections or a related field and four(4) years of experience in a correctional facility in a position involving direct supervision of inmates, three (3) years of which must have also involved supervision of other facility staff; or

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminal Justice, Penology, Sociology, Corrections or a related field and six (6) years of experience in a correctional facility in a position involving direct supervision of inmates, three (3) years 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 eight (8) years of experience in a correctional facility in a position involving direct supervision of inmates, three (3) years 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.