

DEPUTY DETENTION CENTER ADMINISTRATOR

DEFINITION OF WORK

Employees in this class perform administrative, supervisory, and coordinative work in assisting the Detention Center Administrator in directing the operations of the Detention Center within the Sheriff's Office. Employees in this class are responsible for participating in the planning, coordinating, and supervising program areas of either Administration, Support, or Operations and participate in establishing long range plans, budget development, and policy development and implementation in concert with the Detention Center Administrator. Employees assist in planning and directing staff in carrying out activities involved in the detention, security, food service, laundry, compliance, transportation, recruiting, care, and booking and release. Employees ensure security and control equipment and devices are operational and available and provide control procedures through maintenance and inventory. Employees participate in personnel related functions to include employment interviewing, performance appraisal, and ensuring all staff is prepared for their Jail Certification Training. The employee serves as the Jail Administrator in his/her absence. The position requires coordinative skills in dealing with priorities of the facility as well as delegated administrative and supervisory projects. Work requires the employees to utilize independence and judgment in making decisions regarding staff concerns, inmates and their well-being. Patience and firmness are required in dealing with inmates exhibiting unstable behaviors. Work is performed under the direct supervision of the Detention Center Administrator and is evaluated through observation, program effectiveness, and various reports.

EXAMPLES OF WORK

Provides security for detention facility; provides security and control of equipment and control devices according to policies and procedures; provides key control procedures through maintenance and inventory; monitors inmate disciplinary and grievance procedures to ensure compliance with rules and regulations; inspects, designates, and assigns staff to conduct various program activities to include operational, security, maintenance, care, detention, administrative functions; identifies security and operational weaknesses; assists in directing and supervising all personnel; transmits communications, orders, and other administrative directives to employees; directs the activities of the shifts; ensures that all work is completed in an effective and efficient manner; ensures the operation of detention center programs including processing, records completion and maintenance, security, visitation, transportation, food service, and release are completed in an efficient and accurate manner; ensures that efficient operation of the detention center facility by complying with policies and procedures set forth by the State; review shift operational reports to ensure compliance; participates in some personnel related functions to include interviewing, hiring, discipline, dismissal, and promotion; participates in providing new employee orientation; develops and performs on-the-job training; ensures all employees fulfill the training requirements established by the State; participates in the modification of existing and the development of new policies and procedures in concert with laws, regulations, and professional practices; researches and responds to inmate grievances; responds to inquires made by families of inmates; coordinates with other law enforcement and detention centers in the disposition of the inmate welfare; supervises operations in the absence of the Administrator; serves in various jail capacities as needed; performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a four year college or university with a degree in criminal justice and several years of progressive correctional experience with three years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of the principles and practices of Detention Center management procedures; considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards; considerable knowledge of federal, State, and local laws pertaining to inmate sentencing pretrial condition, and release; considerable knowledge of inmate custody and program management; considerable knowledge of policies, procedures, and practices of correctional administration; general knowledge of community resources; skill in the use of firearms and other law enforcement equipment; ability to provide leadership and, organize, and supervise the activities of a group of employees; ability to express ideas clearly and concisely and in a professional manner; ability to exercise sound judgment and decision-making in routine and emergency situation; ability to work in a hazardous and confining work environment; ability to deal tactfully and firmly with inmates and the public; ability to prepare and maintain accurate records; ability to maintain effective working relationships with supervisor, other employees, and the public; performs related duties as required.

SPECIAL REQUIREMENTS

Must meet the minimum standards set by the State of North Carolina for jail personnel. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Must have and maintain a valid North Carolina driver's license with an acceptable driving record. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employee is subject to hazards in detention work including working inside a jail environment, and is exposed to various hazards such as dangerous persons and loud noises. Also subject to the final standards of OSHA on bloodborne pathogens. Employee is also subject to hazards associated including working in both inside and outside environments, in extreme hot and cold weather.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds frequently; and 10 pounds constantly.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

Deputy Detention Center Administrator
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