

DETENTION CENTER ADMINISTRATOR

DEFINITION OF WORK

Employee in this class performs difficult administrative and correctional work in planning, organizing, and directing the detention center for the County Sheriff's Department. An employee in this class plans, organizes, and directs the detention facility and operations for the County. Work includes advising the Chief Deputy Sheriff on staffing needs and personnel, organizing and training staff, requesting and obtaining resources, and overseeing inmate activities. This role also includes serving on the Sheriff's executive team providing input into long term planning, budgeting, policy development, and coordinating law enforcement and detention initiatives. The employee operates independently in managing the facility through planning custody, programs, food service, maintenance, and medical care for the inmate population. Employee participates in organizational planning and is responsible for projecting budgetary needs. Work also involves researching and establishing procedures for efficient and effective operations that comply with local, State, and federal laws and regulations and which ensures public, staff, and inmate security. The employee must exercise considerable independent judgment and initiative in making decisions regarding inmates and their custody, with suicidal, violent, or mentally unstable tendencies, and in dealing with attorneys, State officials, and local court officials, families, and the general public. Work involves frequent public contact which requires tact, firmness, and decisiveness in handling routine and emergency situations. Work is performed under the general supervision of the Chief Deputy Sheriff and is evaluated for adherence to State, federal and local laws and regulations, security of public, staff, and inmates, and effective and efficient operations.

EXAMPLES OF WORK

Directs and supervises all personnel; transmits communications, orders, and other administrative directives to employees; directs the activities of the shifts within the facility; ensures that all work is completed in an effective and efficient manner; ensures the operation of jail programs including processing, records completion and maintenance, security, federal detention, visitation, transportation, food service, and release; supervises staff responsible for programs, recordkeeping, food service, and custody and security to protect the staff, inmates, and general public; sets priorities for each component of the facility based upon need and available resources; performs all personnel related functions to include interviewing, recommending new hires, discipline, performance appraisal, dismissal, and promotion; participates in providing new employee orientation and on-the-job training; ensures all employees fulfill the training requirements established by the State; modifies existing and develops new policies and procedures in concert with law, regulations, and professional practices; projects budgetary needs on an annual basis; monitors budgetary expenditures; 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; develops effective relationships with key stakeholders to include District and Superior Court Judges, Clerks of Court, and Probation and Parole Officers; monitors the use of Division of Criminal Information and/or the National Crime Information Center records checks used to determine the status of an inmate's criminal history, outstanding warrants or alien status; reviews inmate health care program and contracts with medical personnel; works with inspectors from various agencies and responds to findings; reviews standard operation procedures manual and updates as needed; and 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 six years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of the principles and practices of Detention Center management procedures; thorough knowledge of ethical guidelines applicable to the position as outlined by professional standards; thorough knowledge of federal, State, and local laws pertaining to inmate sentencing pretrial condition, and release; thorough knowledge of inmate custody and program management; thorough 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 direct, 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. 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

The 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. Work is 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.