
EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	Jail	CLASSIFICATION:	149
SUPERVISOR:	County Sheriff	SALARY RANGE:	E06
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Responsible for professional performance and administration of the Jail for Columbia County. Responsible for planning, organizing and directing the activities of the Department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety and a team approach throughout the Department. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Sheriff and the Board of County Commissioners. Supervise staff of professional, technical and office support staff and hold them accountable for results.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plan, direct and review correctional programs including administration, security, maintenance and food service programs. Formulate, administer and evaluate department policies and procedures. Review compliance with proper inmate care and custody guidelines to assure civil rights of inmates.

Develop liaison with federal, state and municipal law enforcement agencies, correctional institutions and courts regarding the custody, care and transportation of inmates.

Direct correctional facility admission and release operations. Assure compliance with the directive of the courts regarding custody, care and disposition of inmates. Consult with judges, attorneys, physicians and social workers regarding the custody and care of inmates.

Supervise the preparation and maintenance of complex and detailed records and reports for the correctional program.

Review the purchase of supplies and maintenance of facility equipment.

Coordinate the training program for department employees.

Formulate and present departmental budget for review by Sheriff and Board of County Commissioners. Monitor and manage fiscal operations of the Department to remain within

budgetary constraints.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures. Ensure departmental compliance with County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Directly supervise 3 senior staff, who supervise additional staff of 10-15.

- Ensure that Department plans and goals are effectively communicated throughout the Department so that individual work plans maintain progress toward Department goals.
- Fulfill role as appointing authority for Department to ensure the hire of qualified candidates. Ensure that each Departmental employee receives written, clearly stated goals and expectations.
- Ensure that each Departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of Departmental employees.
- Provide training opportunities for Departmental staff.
- Diagnose organizational needs, designing approaches and facilitating interventions to optimize Departmental communication, cooperation, teamwork, participation and results.
- Discharge all supervisory responsibilities in accordance with the County's policies and procedures, collective bargaining agreements, and State and Federal laws.
- Coordinate all personnel functions with the Human Resources Department.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Sheriff and is reviewed jointly by the Sheriff and the Commander through conferences, reports and the effectiveness of programs in accomplishing Departmental goals and objectives.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four year university education in business, public administration, law enforcement or closely related field. Five years' experience in law enforcement with at least two years in a corrections position dealing with the care and custody of inmates, with at least one year of supervisory experience. Or any satisfactory combination of experience and training which provides the required knowledge, skills and abilities.

SPECIAL LICENSES, CERTIFICATIONS: Possession of the Advanced Certificate from the Board of Police Standards and Training. Possession of or ability to possession within two years of hire the management certificate. Possession of a valid driver's license and an acceptable driving record.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the modern principles, methods and techniques of the custody and care of inmates. Thorough knowledge of applicable

federal, state and local laws, particularly those pertaining to jail standards. Extensive knowledge of management principles and practices of human and financial resource management.

Familiarity with the use of personal computers and general business software such as word processing and spreadsheets.

Ability to:

- Plan, implement, and evaluate Department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt flexibly to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Model the positive behavior desired in others and promote collaboration and shared responsibility for Departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.
- Comprehend and interpret laws, rules and regulations, court rulings and other pertinent information and apply it to department policies and procedures.
- Administer various detention facility functions in an efficient and lawful manner.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position involve the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds. Can demand restraining, dragging and/or carrying inmates weighing between 100 to 250 pounds. Many work assignments may require standing, walking any physically restraining angry and hostile adults.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires work in a 24-hour per day, 7 day a week correctional facility. Daily contact with inmates and interaction to diffuse aggression. May receive physical injuries when confronting inmates and may possibly be exposed to hazards and risks which accompany exposure to inmates.