

JAIL ADMINISTRATOR

DEFINITION

This position performs professional administrative and supervisory work in administering assigned functions within the Wapato City Jail. Duties are mainly administrative in nature and relate to specific assigned functions. Day to day decisions affecting the jail are delegated to the Jail Administrator. The Jail Administrator will work in conjunction with the Chief of Police when major decisions are to be made affecting jail operations. Proper judgment is required in order to enhance the jail's ability to perform effectively. Normal attention to detail is required to prevent errors. The position interfaces on a continuing basis with various agencies for which correction services are provided. Work is generally performed in an office setting; however, some work is performed in an operational setting. A great deal of mobility is required.

SUPERVISION

The Corrections Jail Administrator reports to the Police Chief and is directly responsible for the effective operation of the jail. The Corrections Jail Administrator directly supervises and gives directions to the correction staff.

ESSENTIAL FUNCTIONS

- Plans, organizes, coordinates and directs the day-to-day functions and activities of the jail to assure smooth, efficient and orderly operations.
- Delegates work to subordinates and coordinates the efforts of correction staff to provide for the effective operation of the unit as a whole.
- Participates in the selection of new employees as assigned; supervises and evaluates the performance of assigned staff; and recommends corrective/disciplinary action or commendations as appropriate.
- Reviews budget request of subordinate personnel and prepares a jail budget for submission to the Chief of Police; monitors budget expenditures of the assigned division.
- Directs the preparation and maintenance of inmate records and documentation related to facility operations; reviews reports prepared by subordinates to ensure that they are accurate and prepared in a professional manner; compiles statistics and prepares periodic reports of correction activity.
- Performs the essential functions required of a Corrections Officer, as necessary.
- Attends and/or conducts staff meetings of divisional staff; represents the jail at Civil Service, City Council, Yakima County Association of Police Chiefs and other meetings relevant to correction affairs or at the request of the Chief of Police.
- Investigates complaints related to jail activities; coordinates and conducts hearings related to inmate disciplinary action and reclassification status; assures compliance with due process laws and preparation of appropriate written documentation.
- Plans, analyzes and organizes facility safety and security measures; assures efficient and effective support services for the facility.
- Assures compliance with various laws, regulations, departmental policies and Washington State Corrections Standards.
- Coordinates with contract police agencies to ensure proper jail population.

- Ensures proper maintenance of the Wapato City Jail including, but not limited to, plumbing, electrical, heating, etc.
- Manages the efficient use of vehicles and ensures a proper stock of supplies from various vendors necessary to ensure safe and secure jail operations
- Coordinates services with probation departments, health services, other correctional facilities and court of contract agencies.
- Communicate effectively both orally and in writing.
- Directs the preparation and maintenance of inmate records and documentation related to facility operations; reviews reports prepared by subordinates to ensure that they are accurate and prepared in a professional manner; compiles statistics and prepares periodic reports of correction activity.
- Coordinate assigned activities with other Police Department Divisions, City Departments, outside agencies, attorneys and other individuals.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Constant use of sight, hearing, and speech abilities are necessary to perform the essential functions and to communicate with others. This position requires the critical ability and physical strength to perform tactical self-defense and restrain an inmate in the event of an attempted escape. The position requires the ability to exert force and/or lift or carry objects weighing up to 70 pounds occasionally; the endurance to frequently move about from location to location, on foot; and the ability to see and hear constantly. Frequently required to remain seated or standing for extended periods; frequently reaches and uses hands, arms and/or feet and legs, including carrying, pushing, pulling, and periodically required to kneel, crouch, bend, stoop or crawl. Constant fine finger manipulation and use of hands and arms in reaching/handling/fingering/grasping while operating office equipment and computers, preparing written documentation, handling paperwork, etc. Works primarily indoors in a jail environment with occasional driving to various sites and to transport prisoners. This position is at risk of potential exposure to blood borne pathogens.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices and techniques of jail administration and organization.
- Working knowledge as well as technical and administrative aspects of the operation of the jail.
- Laws, ordinances, regulations and current literature affecting the jail.
- Fiscal and related budgetary practices.
- Principles and practices of supervision and training.
- Health and safety regulations.
- The use and care of firearms.

Ability to:

- Effectively administer the systems, procedure and policies which govern the operation of the jail;
- Compile, analyze and interpret a variety of statistical data;
- Prepare accurate and understandable written reports;
- Effectively operate a variety of computer programs;

- Plan, organize and direct the preparation of the jail budget;
- Evaluate the work of others for effectiveness and compatibility with the overall function of the jail;
- Motivate and direct correction staff;
- Establish and maintain effective working relationships with those contacted in performing assigned duties;
- Effectively work in a team environment, contribute openly, respectfully disagree, understand the ideas of others, listen well and work for consensus.
- Communicate effectively, verbally and in writing;
- Deal tactfully and courteously with the public.

Education and Experience:

Must have held the rank of Corporal or above with a law enforcement or correctional facility and shall have at least three years experience at this rank.

SPECIAL QUALIFICATIONS

Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State driver's license.

This position is an at-will FLSA Exempt, Non-represented position appointed by the Chief of Police.

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

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