

MARSHALL COUNTY, ALABAMA

Job Description

ASSISTANT JAIL ADMINISTRATOR

Department: Jail

Job Code: 714

Pay Grade: 110

FLSA Status: Non-Exempt

Reports To: Jail Administrator

JOB SUMMARY

The Assistant Jail Administrator assists with the day-to-day, efficient operation of a medium size County jail in accordance with appropriate laws and regulations, including housing, feeding, clothing, medical care, recreation, safety, and education of inmates. Participates in the hiring, training, and supervision of a staff of employees responsible for the oversight of inmates.

ESSENTIAL JOB FUNCTIONS

- Assists the Jail Administrator by providing supervision and leadership to department personnel under the span of control in accordance with the County Personnel policies, contractual requirements, and other applicable statutes and procedures.
- Assists in matters of hiring and employee disciplinary actions; administers discipline, recommends, and participates in grievance resolutions and terminations.
- Refers complaints against staff to outside investigators as necessary.
- Motivates staff; monitors staff and conducts ongoing feedback, coaching, and mentoring, and assists with timely formal reviews of staff.
- Provides training and work direction, ensuring staff knows and follows departmental and County rules, as well as sound work and safety practices, to accomplish the job objectives and avoid injury or loss.
- Assists in coordination and direction of all administrative and operational activities of the jail as delegated by the Jail Administrator.
- Directs the overall work schedule to ensure proper staffing levels are always maintained; meeting regularly with contract staff to discuss problems, receive feedback, and to make suggestions which affect the overall operation of the facility.
- Conducts random inspections to ensure that cell blocks are being maintained in an appropriate manner.
- Performs records management including filing, maintenance of work schedules, time sheets, vacation, holidays, sick leave, compensatory time, and overtime.
- Maintains inmate records, fingerprints, and state reports for the Department of Corrections; classifies data per data privacy laws.
- Reviews all activity logs and technical reports of subordinates; reviews each unusual commitment, release, discharge, court order, or other information pertinent to inmates, to assure that such forms, records, or orders are valid, complete, and properly executed.
- Responsible for communications that maintain relationships key to the function of the County. Plans and carries out communications at a level that can impact the morale and performance of the jail staff.
- Assists the Jail Administrator in preparing and conducting jail staff meetings.
- Maintains communications with judges, Department of Corrections, court staff, law enforcement, and others in the criminal justice system on matters of mutual interest and benefit.
- Provides input regarding jail budgets, tracks budget performance, and seeks efficiencies.
- Assists in preparing the annual County jail budget, reviews jail budget monthly for variations, prepares expenditure and revenue projections; seeks revenue sources and offsets to expenditures.

- Coordinates jail utilization with judges to avoid outside boarding expenses.
- Develops and directs jail orientation program for new staff, performs an analysis of staff training needs, and prepares a yearly training plan to meet those needs; evaluates training resources and serves as training coordinator.
- Assists with developing employee work standards for post assignments within the jail.
- Ensures the proper use of equipment, security devices and other property of the facility.
- Maintains adequate jail supplies. Consults with subordinates regarding current inventory and possible supply needs, consults with the Jail Administrator about possible supply or equipment deficiencies; makes recommendations; prepares requisitions and secures requisition approvals.
- Assumes responsibility for authorizing the use of force, chemical agents, pepper spray, or security equipment consistent with policies and procedures.
- Assumes an active leadership role in such matters as disturbances, medical emergencies, fire alarms and security matter within the facility.
- Assists in investigations withing the facility.
- Responsible for all handling and storage of inmate property, and investigates complaints concerning missing inmate property, theft, or damage in the booking/receiving and property/valuables storage process.
- Responsible for the functions and duties of the Jail Administrator in his/her absence.
- Performs duties of jail staff as needed; works with and/or performs line functions of the unit as required/needed.
- Assists in direction or performance of functions of other units as needed.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and four (4) years of experience in corrections or law enforcement, which includes at least two (2) years of supervisory experience. Certification by the Peace Officers Standards and Training Commission preferred.

Licenses or Certifications:

- Jail Certification

Special Requirements:

- Taser & Pepper Spray Certified

Knowledge, Skills and Abilities:

- Knowledge of Standard Operating Procedures Manual.
- Knowledge of the principles and practices of management and supervision.
- Knowledge of the proper use of handcuffs and mace.
- Knowledge of business English.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of modern correctional practices and procedures.
- Knowledge of the federal, state, and County rules, regulations, policies, and laws related to the operation of jails.
- Knowledge of the principles of communication.
- Ability to communicate technical information and ideas clearly and effectively both orally and in writing.
- Ability to train and oversee training of subordinate personnel.
- Ability to generate records and reports efficiently using a computer and calculator.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.

- Ability to prepare clear concise reports and make appropriate recommendations.
- Ability to understand and interpret laws, policies, and procedures related to jail operation, and take appropriate action based on those regulations and procedures.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, and other government officials.
- Ability to delegate duties and assignments in order to achieve objectives.

PHYSICAL DEMANDS

The work is heavy and requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, crouching, feeling, manual dexterity, grasping, handling, hearing at normal speaking levels, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, standing, stooping, walking, speaking at a level to convey information, talking at a level to exchange ideas, and shouting in order to be heard. Visual acuity at a level to view computer terminal, analyze data, inspect small objects, and at a level to determine accuracy and thoroughness of work assigned.

WORKING CONDITIONS

Work is performed in environments that may involve crisis situations requiring major decisions involving people, resources, and property. Work may be performed in a hazardous work environment in which the employee is subject to potential personal danger.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County’s policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.