

# MARSHALL COUNTY, ALABAMA

## Job Description

### ADMINISTRATOR, JAIL

**Department:** Jail

**Job Code:** 980

**Pay Grade:** 112

**FLSA Status:** Exempt

**Reports To:** Chief Deputy

#### JOB SUMMARY

The Jail Administrator oversees 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 30-50 employees responsible for the oversight of inmates.

#### ESSENTIAL JOB FUNCTIONS

- Assures that the jail is operated in accordance with modern correctional procedures, and in accordance with all local, state, and federal laws and regulations related to corrections and jail operation.
- Prepares and recommends policies and procedures to assure that a high level of security is maintained in order to protect inmates, jail personnel, and the public.
- Supervises distribution of inmates' mail to guarantee delivery of personal and legal mail and packages, and ensures that it is free of contraband.
- Oversees and monitors the work of trustees.
- Oversees the transportation of prisoners to other facilities as needed.
- Attends meetings of professional organizations and professional training and seminars in order to stay abreast of current trends in corrections.
- Assures that the facility, including the kitchen, is operated in accordance with fire and health standards and regulations.
- Responds to inmate grievances and ensures that hearings are conducted in accordance with Alabama laws.
- Manages all ordering related to the jail and maintains inventory.
- Supervises the jail staff and participates in the hiring process.
- Prepares work schedule for the Correctional Officers and Correctional Sergeants.
- Approves leave for sickness and vacation for jail personnel.
- Evaluates job performance of Corrections Sergeants and reviews ratings prepared by other supervisory personnel.
- Recommends career development initiatives and training for jail staff, as appropriate.
- Participates in the hiring of new personnel by sitting in on interviews and making recommendations.
- Oversees and directs on the job and formal training of new employees, assuring that they learn policies and procedures and obtain the required certification.
- Documents substandard performance in writing and notes all counseling with subordinates.
- Recommends appropriate disciplinary action for employees who have violated policies and procedures, or who are not performing at an acceptable level.
- Reviews classification of inmates.
- Maintains records and prepares reports.
- Maintains daily population records, including number, race, sex, age, and crimes and reports the information in accordance with established procedures.
- Writes inmate handbooks with rules to be followed.

- Maintains information on individual inmates, such as medical and dental records, court records, commitments, and transfers.
- Maintains inventory of all equipment.
- Maintains financial records pertaining to expenditures and budget.
- Maintains routine personnel information for jail staff, such as date of employment, training records, etc.
- Reviews jail incident tapes and reports.
- Communicates with the Operations Commander, Sheriff, State Department of Corrections, departmental personnel, inmates, and the public to provide information and establish good relations with the public.
- Answers questions of inmates regarding court procedures, jail procedures, visitors, etc.
- Coordinates inmate visits from lawyers, Clergy, and family.
- Provides information and assistance to inmates, family and friends of inmates, and visitors, as needed.
- Speaks to groups to provide information on corrections, jail operations, etc. and answers questions.
- Conducts tours of the jail, as needed.
- Answers questions and assists subordinates, as needed.
- Communicates with Alabama Department of Corrections regarding state sentenced inmates.
- 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:**

Bachelor's degree in criminal justice, political science, or a related field and five (5) years of experience in corrections or law enforcement, or an equivalent combination of education and experience. Supervisory experience and/or certification by the Peace Officers Standards and Training Commission preferred.

#### **Licenses or Certifications:**

- None

#### **Special Requirements:**

- Member of the Alabama Jail Association, Alabama Jail Administrator Counsel (AJAC), American Jail Association, and National Institute of Jail Operations.

#### **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.***