Job Description

Job Title:	Jail Administrator	Classification:	Classified
Department:	Police	Grade:	310
Occupational Group:	Detention	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; responsible for facility management, detention of inmates, security of inmates and staff, inmates, supervision of staff, and administrative programs of a detention facility.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Enforces facility policy and procedures for the proper operation of the facility in accordance with City policy, State standards, Police Department procedures, and other applicable regulations including videotaping responsibilities.
2. Plans, supervises, coordinates, and reviews programs to meet safety, recreation, security, discipline, education, religion, health, dietary, work, and general welfare needs of offenders and staff.
3. Ensures policies and procedures for equipment, inmates, valuables, and bond money are followed by staff.
4. Supervises and participates in the study of the policies, procedures, and facility operations; makes recommendations for improvements for changes as appropriate.
5. Interacts with management and line staff, offenders with special needs, local governmental law enforcement agencies, the municipal courts, and other related entities.
6. Directs the completion and reviews a variety of standard records and reports required on a daily, monthly, and annual basis.
7. Contributes effectively to the Police Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
8. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
9. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
10. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.
11. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and practices of detention facility management; pertinent corrections law, rules and regulations; principles and practices of supervision and training; concepts of treatment delivery systems; suicide prevention, classification, and separation; American Correctional Association and American Jail Association requirements and standards for jails; the National Commission on Correctional Health Care Standards for Jails; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relations with others and handling difficult interpersonal contacts; expressing oneself, clearly and concisely, both orally and in writing; supervising the preparation of a variety of standard records and reports; applying management techniques to problems of administration and devise workable solutions; assigning, training, supervising, and evaluating the work of others; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Criminal Justice, Behavioral Science, Business Management, or related discipline.

Experience: Five years of full-time detention or law enforcement supervisory experience, preferably in full-time professional correctional work primarily in an institutional setting.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This position works indoors in a jail/detention facility. Requires frequent sitting and standing in an office environment, but frequently walks in and around the detention area. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen, as well as for occasional observation of detention surroundings; hearing and speech to communicate in-person and over the radio and telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull when searching, transporting, and restraining inmates. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier, with the use of proper equipment or additional staff.

Employees may assist in the inmate area of the jail facilities with controlled temperature conditions, constant noise, dust/mites, and some exposure to hazardous physical substances such as cleaning chemicals. Employees may be exposed to infectious diseases. Employees may interact with upset staff, inmates, and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must be 18 years of age, with no felony convictions or

misdemeanor domestic violence convictions. Must be in compliance with department policy on tattoos, piercings and gauges. Must be able to work a variety of shifts; subject to call-in as needed.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	