

CHIEF DEPUTY SHERIFF, JAIL

JOB PURPOSE AND SUMMARY

To direct, manage, supervise and coordinate the programs and activities of the County Jail within the Sheriff's Department; to coordinate assigned activities with other County departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Undersheriff.

Receives administrative direction from the Undersheriff.

Exercises direct supervision over supervisory staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES - Duties may include, but are not limited to, the following:

- Assume management responsibility for all services and activities of the County Jail.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including custody and maintenance services; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Undersheriff; implement improvements.
- Select, train, motivate and evaluate County Jail personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct, coordinate and review the work plan for the County Jail; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Coordinate County Jail activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Undersheriff; prepare and present staff reports and other necessary correspondence.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to County Jail programs, policies, and procedures as appropriate.

- Manage and participate in the development and administration of the County Jail annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of jail administration.
- Negotiate and apply labor contracts; supervise work schedules of employees; review incident and population reports.
- Schedule hearings, hear testimony and receive evidence; render decisions with regard to forfeitures.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as assigned.

QUALIFICATIONS

Experience and Training:

- Five years of experience in the management of law enforcement or custody operations including two years of supervisory responsibility.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, criminal justice, or a related field.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Knowledge of....organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; advanced principles and practices of budget preparation and administration; principles, practices and procedures of jail administration, organization and operation; laws ordinances and regulations affecting the operations of the County Jail; technical and administrative phases of crime prevention and law enforcement including custody operations, records management, and care and custody of property; recent court decisions and how they affect jail operations; search and seizure laws, laws of arrest, and laws regarding forfeiture of real and personal property, pertinent Federal, State and local laws, codes and regulations; legal and human rights of offenders.

Ability to....manage, direct and coordinate the work of supervisory personnel; provide administrative and professional leadership and direction for the County Jail; recommend and

implement goals, objectives, policies and practices for providing effective and efficient county jail services; meet and deal tactfully and effectively with the public; prepare and administer large and complex budgets; interpret and apply Federal, State and local policies, procedures, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including County and other government officials, community groups, and the general public.

Office use: 6/20/00