

JAIL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for supervising and overseeing the operation and staff at the Broome County Sheriff's Correctional Facility. The incumbent serves in an administrative leadership position that works at the sole discretion of the Sheriff in accordance with the plans, policies, visions, and objectives outlined by the Sheriff, as well as applicable laws and regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises staff of the corrections division, including staff recruitment, training, direction, performance evaluation, and discipline;

Conducts and coordinates inspections of the correctional facility and grounds;

Assists the Sheriff with implementing policies that are in line with the long-term goals of the department and the community;

Assists the Sheriff in planning and directing the activities of the facility and its staff;

Monitors the operations of the Correctional Facility and making changes to ensure maximum productivity, efficiency, and safety;

Assists the Sheriff with the preparing the department budget, especially as it relates to the operations of the corrections division;

Administers the corrections division annual budget by identifying costs, monitoring expenditures, and instituting cost control measures;

Has responsibility for the overall operation, physical security, cleanliness, and welfare of the correctional facility, staff, and inmate population;

Maintains monies relating to phases of the corrections operation, specifically those relating to the commissary of the incarcerated populations, and the personal monies maintained for same;

Has responsibility for, at the Sheriff's direction, the development and enforcement of policies relating to the correctional facility;

Has overall responsibility for the division in the absence of the Sheriff and Undersheriff;

Has responsibility for, at the Sheriff's direction, implementing strategic and operational plans regarding programs and

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regulations to provide for the effective care of incarcerated individuals in the areas of overall health, substance disorder, mental health, hygiene, dietary, re-entry services, legal rights, and necessary transportation upon release;

Participates in labor relation matters including, but not limited to, grievances, participation in labor-management meetings, and support for collective bargaining;

Prepares and maintains a variety of records and reports, and submits required reports to the New York State Commission of Corrections in a timely matter;

Plans and coordinates the use of information management systems with the correctional facility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the modern principles and practices of law enforcement;

Good knowledge of the Federal, State, and County laws as they relate to the correctional facilities and its operations;

Good knowledge of the rules, regulations, and requirements of Corrections Law governing the supervision and treatment of incarcerated individuals;

Good knowledge of search methods, booking procedures, and computer operations;

Good knowledge of first aid methods;

Ability to read and understand various laws, rules and regulations related to county jail administration;

Ability to communicate effectively, both orally and in writing;

Ability to deal effectively with incarcerated individuals during periods of emotional disturbance and physical violence;

Ability to establish and maintain cooperative relationships with staff, law enforcement agencies, elected and appointed officials, community leaders and the criminal justice community;

Ability to take charge and determine appropriate action in emergency situations;

Ability to function in a stressful environment;

Ability to establish and maintain effective public relations;

Integrity;

Tact.

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MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's degree in criminal justice, corrections, probation, parole or a closely related field AND six years of full-time, paid experience working in a New York State public correctional facility involving the supervision of inmates and/or responsibility for the administration, direction and/or operation of the facility, AND four years of full-time, paid work experience in a position involving the supervision or direction of subordinate staff; OR

B) Possession of a Bachelor's degree in criminal justice, corrections, probation, parole or a closely related field and eight years of full-time, paid experience involving the direct performance of law enforcement or corrections work, AND four years of full-time, paid work experience in a position involving the supervision or direction of subordinate staff; OR

C) Possession of an Associate's degree in criminal justice, corrections, probation, parole or a closely related field of study AND eight years of full-time, paid experience working in a New York State public correctional facility involving the supervision of inmates and/or responsibility for the administration, direction and/or operation of the facility, AND four years of full-time, paid work experience in a position involving the supervision or direction of subordinate staff; OR

D) Possession of an Associate's degree in criminal justice, corrections, probation, parole or closely related field and twelve years of full-time, paid work experience involving the direct performance of law enforcement or corrections work, AND two years of full-time, paid work experience in a position involving the supervision or direction of subordinate staff; OR

E) Graduation from high school diploma or possession of an equivalency diploma AND fifteen years of full-time, paid work experience involving the direct performance of law enforcement or corrections work, AND four years of full-time, paid work experience in a position involving the supervision or direction of subordinate staff; OR

F) An equivalent combination of training and experience as defined by the limits of A), B), C), D), and E) above.

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NOTE: In the event that an appointee's qualifying experience is not based upon work experience in a New York State correctional facility (including county jails):

1. The Sheriff will provide the appointee with appropriate training throughout the first six months of employment which will cover New York State Corrections Law and regulations applicable to the operation of a county jail, County policies, applicable Broome County Sheriff's Office policies and procedures, and any other subjects deemed necessary and appropriate by the Sheriff. Such training may require the appointee to visit other correctional facilities, undergo formal outside training, participate in a mentorship program involving one or more Chief Administrators from other county jails, the performance of various subordinates' duties on a temporary basis, and/or any other reasonable training requirements deemed necessary by the Sheriff.

2. During the six-month training period, the Sheriff or his designee will provide direct and regular oversight of the operation of the jail and the performance of the appointee.

3. The appointee's performance will be evaluated thoroughly and regularly throughout the training period. The appointee will be provided with feedback regarding performance. If the appointee's performance is unsatisfactory either during the training period or thereafter, the Sheriff will take appropriate action to correct the performance or remove the appointee. The Sheriff may provide this training and oversight to other appointees, in his discretion.

SPECIAL REQUIRMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.