

OTERO COUNTY

DETENTION CORRECTIONAL SERVICES DIRECTOR Contract, At-will

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage and oversee the activities and operations of the County Detention Facility; to coordinate assigned activities with other County departments and outside agencies; and to provide highly responsible and complex administrative support to the County Manager.

DISTINGUISHING CHARACTERISTICS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

SUPERVISION RECEIVED AND EXERCISED:

Receives general administrative direction from the County Manager.

Exercises direct supervision over detention staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS: *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Assume full management responsibility of all services and activities of the County Detention Facility; recommend and administer policies and procedures.
2. Manage the development and implementation of goals, objectives, policies, and priorities for each assigned service area.
3. Establish, within County policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Plan, direct and coordinate, through subordinate level managers, the County Detention's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

6. Select, train, motivate and evaluate Detention personnel; provide or coordinate staff training; schedule rotating shift assignments; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the Detention budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Explain, justify and defend Detention Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
9. Coordinate Detention activities with those of other departments and outside agencies, organizations, and criminal justice agencies; establish and maintain cooperative relationships.
10. Oversee the inspection of the jail for security and maintenance requirements; analyze needs and schedule maintenance activities as appropriate.
11. Schedule prisoners for transport to the courts; provide required security to the court system.
12. Supervise and direct the discipline of prisoners; prepare answers to appeals; maintain comprehensive prisoner records.
13. Oversee the prisoner work program; coordinate, oversee and authorize the prisoner early release program.
14. Provide staff assistance to the County Manager and the County Commission; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
15. Provide staff support to assigned boards and commissions.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of detention and correction.
17. Remain on-call to respond to emergency situations as required.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Perform related duties and responsibilities as required.

QUALIFICATIONS:

Knowledge of:

Operations, services and activities of a comprehensive detention program.
Management skills to analyze programs, policies and operation needs.
Principles and practices of program development and administration.
Theories and practices of modern detention and correction.
Management of inmates and institutional security.
Results of court cases and their impact on correctional standards.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Plan, organize, direct and coordinate the work of lower level staff
Select, supervise, train and evaluate staff
Delegate authority and responsibility
Lead and direct the operations, services and activities of the Detention Facility
Identify and respond to community and County Commission issues, concerns and needs
Develop and administer departmental goals, objectives, and procedures
Prepare clear and concise administrative and financial reports
Prepare and administer large and complex budgets
Maintain order, discipline and security in the County Jail
Assure the development and implementation of appropriate detention services and programs
Review and respond to legal inquiries from the courts.
Review and respond to legal inquiries from the courts
Analyze problems, identify alternative solutions, project consequences of proposed actions and
Implement recommendations in support of goals
Research, analyze, and evaluate new service delivery methods and techniques
Interpret and apply Federal, State and local policies, 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
Maintain effective audio-visual discrimination and perception needed for:

- () *Making observations*
- () *Communicating with others*
- () *Reading and writing*
- () *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- () *Making sound decisions*
- () *Demonstrating intellectual capabilities.*

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in corrections, criminal justice, public Administration or a related field, including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in corrections, criminal justice, public administration, or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate and valid driver's license.
Possession of, or ability to obtain, an advanced Detention Officer training certification.
Possession of, or ability to obtain, a Firearms license.

WORKING CONDITIONS

Environmental Conditions:

Office/detention facility environment; exposure to dangerous persons; may be exposed to emergency situations; may work in stressful situations.

The working environment characteristics described here are representative but not necessarily exhaustive of those an employee will encounter while performing the essential functions of this position.

Primarily performs duties indoors, although outdoor duties may be required.

Employee performs duties in a temperature controlled environment while working indoors.
Employee is exposed to weather conditions while performing outdoors.

Employee may be exposed to intermittent noise factors.

Indoors duties are generally performed on an even tiled, carpeted, or concrete surface, which is typically dry. May on occasion be wet, slippery, or contaminated with human body fluids.
Outdoor duties may be performed on natural ground, concrete or asphalt surfaces, which may be dry, wet, slippery or contaminated with human body fluids.

Employee may be required to climb stairs or use elevators while performing essential Duties.

Employee may perform duties in areas of poor ventilation, and be exposed to odors because of poor hygiene of inmates.

Work is primarily conducted during daylight hours, but may be conducted during non-daylight hours as well. Employee is subject to be called out at any time.

Employee performs majority of duties alone with or without directions. Certain duties are performed as part of a select team.

Hazards or potential hazards of the job include high stress level, dealing with a variety of criminals, being exposed to mental and/or physical health problems and a potential for retaliation by present or former inmates.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting, standing, walking for prolonged periods of time; and in operating a motor vehicle.

May require:

- *Subduing, resisting individual
- *Chasing fleeing subject
- *Running, walking, crouching or crawling during emergency operations.
- *Moving equipment and injured/deceased persons in weights, 30 lbs. to excess of 100 lbs.
- *Climbing stairs/ladders

Performing life-saving and rescue procedure

- *Walking, standing, or sitting for extended periods of time.
- *Operating assigned police equipment and vehicles

Effectively deal with personal danger which may include exposure to:

- *Armed/dangerous persons
- *Communicable diseases

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations
- *Communications with others
- *Reading and writing
- *Operating assigned equipment and vehicle

