



JOB POSTING

TITLE: Jail Administrator

Applications will be accepted through June 30, 2017

JOB SUMMARY:

Responsible to plan, organize and implement operations and programs in the Correction's division. The Jail Administrator shall assign and direct subordinates, ensuring that all policy, rules, regulations, orders, procedures and directives are enforced and implemented. Ability to make independent decisions or recommendations in hiring, promotions, transfers, discipline or discharge of department employees in accordance with Policy and Procedures, County Code and Missouri Statutes. The Jail Administrator is directly accountable to the Sheriff and Chief Deputy for implementation of Sheriff's orders and directions concerning the operation of the division.

ESSENTIAL DUTIES:

Duties include, but are not limited to, the following:

- Provide supervision and interpretation of procedures to division supervisors and personnel.
- Develop, implement and monitor policies and procedures for division operations and insure that these are readily available to personnel in the division.
- Manage division supervisors and counsel personnel as required. Develop job descriptions and employee objectives.
- Remove from duty any personnel considered incapable of performing required duties.
- Meet with the Sheriff, Chief Deputy and other management staff regarding policies, procedures and programs that affect the operation of the division.
- Participate as needed to assist with department-wide planning and program development.
- Attend meetings as required to represent the division, as requested by the Sheriff or Chief Deputy.
- Receive complaints and notification of grievances of employees. Use independent judgment in making recommendations to effectively adjust the complaints and grievances.
- Prepare and monitor the division budget and prepare reports and analysis as required.
- Responsible for the fiscal status of division operations, including managing accounts receivable and payable.
- Research, plan, organize and conduct training as required. Attend training programs as required to keep current on issues affecting division operations. Administer division in-service training program.
- Manage required programs related to the housing, booking and releasing of inmates. Inform inmates of all rules and regulations. Knowledge of safety codes as required and division responsibilities related to transportation of inmates.
- Communicate with a variety of agencies and administrators regarding the Correction's division operations. These communications include: Public Defender's Office; State Department of Corrections; United States Bureau of Prisons; District Attorney's Office; members of the Clergy and medical professionals.
- Manage all aspects of contracted services in the division, to include: inmate housing, food service, commissary service and inmate health services.
- Insure that all inmate complaints are investigated. Manage all aspects of the inmate disciplinary program and proceedings; provide due process as required by law.

REQUIREMENTS:

High School Diploma or GED preferred. Five (5) years work experience as a Corrections Officer or related field.

Knowledge of computer hardware, software and accessories

Well-versed with rules, regulations and State Statutes regarding housing of prisoners

Ability to keep accurate records and create detailed reports

Understanding of property safety procedures

SALARY: \$ 35,000-\$40,000, DOQ

STATUS: Full time

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.