

## Champaign County Job Description

**Job Title:** Jail Administrator

**Department:** Sheriff

**Reports to:** Sheriff

**FLSA Status:** Exempt

**Grade Range:** L

**Prepared Date:** May, 2017

**SUMMARY** Manages the staff, programs, security, health, maintenance and disciplinary functions of the County Correctional Center and Jail Satellite.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Manages and coordinates all functions at two County Correctional Facilities including prisoner safety, inmate social service programs, medical assistance and food service.

Establishes policies and procedures to provide for inmate security and ensures that the rights of inmates are provided for in accordance with State and Federal Statutes, facility policy and regulations and Court decisions.

Ensures that Correctional Officers are appropriately allocated among shifts and duty posts and provides for staff training in conjunction with state-mandated in-service training requirements.

Reviews the work performance of officers and recommends disciplinary action when required.

Directs the staff responsible for coordinating mandated inmate programs including religious, educational and mental health service programs during incarceration and referrals for programs upon release to the community.

Coordinates and maintains medical and dental contracts to provide services to inmates and ensures that dietary requirements for inmates are provided through the food service contract.

Develops, implements, periodically reviews and revises jail policy and procedure to maintain a safe and secure environment for staff and inmates and to conform to Illinois Jail Standards.

Monitors, supervises and provides direction and guidance to staff and inmates.

Monitors and supervises all jail programs and records.

Develops, monitors and reviews training for new and existing staff.

Responds to and handles employee grievances, to the extent possible, at the Administrator level.

Responds to and handles inmate grievances.

Monitors and supervises classification and inmate discipline.

Participates in Union negotiations.

Administers employee discipline with the advice and consent of the Sheriff and Chief Deputy.

Oversees computer technology and equipment for the jail satellite facility which includes fingerprinting, digital photography and video arraignment.

Maintains contact with the State's Attorney's Office, Illinois Department of Corrections, the Police Training Institute and area law enforcement agencies.

Public spokesperson for the jail as directed by the Sheriff.

Handles other such duties as assigned by the Sheriff or Chief Deputy.

**SUPERVISORY RESPONSIBILITIES:** Manages 3 to 5 subordinate supervisors who supervise a total of 95 to 110 employees in the Correctional Facilities. Responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises several non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable law. Responsibilities include interviewing, recommendation for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

**EDUCATION and/or EXPERIENCE:** Bachelor's Degree (B.A.) from a four-year college or university with a degree in Criminal Justice, Public Administration or Management and/or more than seven years of supervisory related experience; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, police regulations, operating and maintenance instructions, and procedure manuals. Ability to write detailed reports and correspondence. Ability to speak effectively before the public or employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** As required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; and talk; or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision. Employee may occasionally have to physically restrain arrestees and engage in a physical confrontation to take actively resisting persons into custody.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Performs frequent visits to the Correctional Facilities. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.