

JOB TITLE: Detention Center Administrator

SD/4

DEPARTMENT: Sheriff, Rutherford County

JOB SUMMARY: This position directs the functions of the Sheriff's Department Detention Center.

MAJOR DUTIES:

- o Plans, organizes, and directs the operations of the jail; establishes regulations and procedures in compliance with local, state, and federal laws and regulations.
- o Trains, assigns, schedules, supervises, and evaluates personnel; insures provision of state mandated training; completes payroll.
- o Prepares budget request; locates and requisitions resources necessary for operations; manages food service contract.
- o Coordinates the inmate grievance and discipline procedures; investigates incidents; interviews jail personnel and inmates; makes determination of appropriate course of action; supervises search of inmate quarters for contraband; responds to questions and complaints from inmates' family.
- o Investigates and evaluates all inmate services and programs for effectiveness, adherence to laws and regulations, and efficiency; schedules all inmate activities; insures proper visiting policies; manages inmate food and medical services.
- o Supervises the transportation of inmates.
- o Recommends and assists with building layout, construction, and renovation; oversees proper maintenance and cleaning of facilities.
- o Supervises the maintenance of required records; submits accurate records and statistics to local, state, and federal agencies.
- o Coordinates the housing of out of county or federal inmates to generate revenue for Rutherford County.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of prisoner detention principles, practices, methods, and equipment.

- o Knowledge of corrections practices and criminal justice system processes.
- o Knowledge of department and county policies and procedures and federal, state, and local laws and regulations.
- o Knowledge of accepted accounting procedures.
- o Knowledge of inmates rights.
- o Skill in planning, organization, and decision making.
- o Skill in maintaining records and preparing reports.
- o Skill in the use of firearms, restraint equipment, and general office equipment.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Lieutenant assigns work in terms of division goals and objectives. The work is reviewed through conferences, reports, and observation of detention center activities.

**GUIDELINES:** Guidelines include department standard operating procedures, county ordinances, and federal, state, and local laws and regulations. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied duties in the administration of the criminal detention center. A shortage of personnel contributes to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to administer the operations of the county detention center. Successful performance helps ensure the safe and efficient detention of inmates.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other county employees, inmates, family members, attorneys, judges, various court personnel, probation and parole officers, vendors, other law enforcement officials, news media representatives, and the general public.

**PURPOSE OF CONTACT:** Contacts are typically to exchange information, provide services, resolve problems, and settle matters.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, stooping, or walking. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity and must distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in the detention center. The work requires the use of protective devices.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Assistant Detention Center Administrator (1), Sergeant – Detention (4), Corporal – Detention (6), Detention Officer (13), Food Service Worker (2).

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the North Carolina Training and Standards Commission.