



DETENTION CENTER ASSISTANT ADMINISTRATOR

General Statement of Duties

Performs difficult protective service work assisting with planning and supervising jail operations and staff, booking and releasing inmates, directly supervising the work of corrections staff, coordinating transportation, records preparation and maintenance.

Distinguishing Features of the Class

An employee in this class is responsible for assisting in the planning, coordinating and supervising activities at the Detention Center. Employee assists in directing staff in carrying out duties involved in the intake, detention, food service, care, and release of inmates from the Detention Center; orders supplies; receives and resolves inmate complaints; establishes release dates; schedules transportation; works with other detention facilities; and maintains inmate cash accounts. The employee participates in personnel related functions to include hiring, employee evaluations, and ensuring that staff receives appropriate training to maintain and/or obtain their certifications. Work requires the employee to exercise independent judgment in making decisions regarding staff concerns, inmates and their care. Patience and firmness are required in dealing with inmates exhibiting unstable behaviors. Work is performed under the general supervision of the Detention Center Administrator and evaluated through periodic conferences, observation, review of reports, periodic discussions concerning how particular incidents were handled, adherence to local, state and federal laws and regulations, security of inmates, public, staff and effective and efficient operation of the Detention Center.

Duties and Responsibilities

Essential Duties and Tasks

- Provides supervision and interpretation of procedures to Detention Center supervisors and personnel.
- Develops, implements and monitors policies and procedures for Detention Center operations; meets with Sheriff, Chief Deputy and other staff to discuss policies, procedures and programs.
- Manages division supervisors and counsels personnel as necessary.
- Attends meetings to represent the Detention Center as requested by the Sheriff and general public.
- Assists in the recruitment and selection of Detention Center personnel; assigns, directs and inspects the work of, and supervises and evaluates assigned personnel; recommends suspensions and terminations; develops class descriptions and establishes employee goals and objectives.

Detention Center Assistant Administrator
Page 2

- Assists in preparing the Detention Center budget; monitors budget and prepares reports and analysis as required.
- Prepares data, plans, organizes and implements operations and programs.
- Manages required programs related to housing, booking and inmate release.
- Maintains fire and safety codes for the Detention Center.
- Manages inmate health, meals, commissary and drug screening.
- Receives complaints and notifications of grievances of both employees and inmates; resolves issues.
- Researches, plans, organizes and conducts training in compliance with the State's Certification Program.
- Attends training programs to keep current on issues affecting Detention Center operations.
- Maintains effective communication with a variety of different agencies.
- Serves as Acting Detention Center Administrator in his or her absence.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Comprehensive knowledge of the security, rules, regulations and procedures of the Detention Center.
- Considerable knowledge of applicable federal, state, and local laws, regulations and standards related to prisons, detention and correctional facilities.
- Considerable knowledge of inmate custody and program management.
- Considerable knowledge of Detention Center policies and procedures covering inmate security, classification, care and discipline.
- Thorough knowledge required in the use of technology and software related to the job functions.
- Ability to enforce institutional rules firmly and fairly; ability to detect potential behavior problems of inmates.
- Ability to detect the early symptoms of common health problems.
- Ability to carry out oral and written directions accurately.
- Ability to supervise the activities of large groups of inmates.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to exercise sound judgment in routine and emergency situations requiring managerial and custody decisions.
- Ability to effectively communicate in oral and written forms.
- Ability to prepare records and reports.

- Ability to establish and maintain effective working relationships with associates, outside law enforcement representatives, attorneys, inmates and the general public.

Physical Requirements

- Work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force.
- Work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work frequently requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment.
- Work has no exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Desirable Training and Experience

Graduation from high school and considerable experience working in law enforcement or corrections; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license upon hire.

Possession of N.C. Detention Officer Certification upon hire.

Carteret County
2014

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that

one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.