

# Delaware County

## POSITION DESCRIPTION

Title: Jail Administrator	Department: Sheriff's Office
Reports to: Under Sheriff/Sheriff	FLSA Status: Exempt
Approval Date: December 6, 2024	Salary: Negotiable

### **Position Profile**

Jail Administrator supervise and at times will be required to participate in the day-to-day operations of the jail. Jail Administrator participation involves, but is not limited to; booking and releasing offenders, maintaining security of the facility, escorting offenders within and /or outside the secure confines of the jail. In addition, Corrections Sergeants will supervise offender work crews, dispense medications, effectively manage volatile and violent offenders, transport inmates to and from other Counties, operate a master control center and fulfill a number of clerical duties. Jail Administrators are also responsible for supervising Correctional Corporals and Correctional Officers.

### **Duties and Responsibilities**

- Communicate effectively with a varied population of offenders, including individuals from diverse ethnic, racial, cultural and economic backgrounds. This may include persons for whom English is not a primary language, persons with developmental and learning disorders, or individuals with a wide variety of psychiatric and physical disorders.
- Provide direct supervision of offenders within the housing areas of the jail. This will include direct supervision during meal service, security checks, medication distribution, and random or scheduled housing and cell searches. They will also be responsible for the general offender behavior in areas assigned as their duty station, and directly supervise and escort offenders within the secure perimeter of the jail as assigned.
- Accurately dispense prescription medications to offenders during medication delivery, are responsible for checking the accuracy of medical orders listed on medication sheets and packets. Jail Administrators will remove the correct medication dose, observe the offender taking the medication, and record the medication dose taken on the medication report sheet.
- Efficiently and accurately complete Corrections paperwork including but not limited to: Booking, medication, release records, reports; logs, requests, memos and rosters. Furthermore, Jail Administrators will assist in some clerical and reception work to support facility programs when clerical staff is unavailable.
- Tactfully and courteously establish and maintain effective working relationships with the following: Supervisors, co-workers, outside law enforcement agencies, other county departments or agencies, and members of the public.
- Appropriately respond to emergencies in the jail, which may include the following: Offender assaults, fires, riots, offender disturbances, explosions, natural disasters, and hostage conditions. The Jail Administrators will immediately and appropriately respond to control these circumstances. This may involve the use of appropriate levels of force through physical management of combative, volatile, hostile and assaultive offenders.
- Accurately operate a variety of equipment, including computers, printers, FAX and fingerprint machines, digital imaging computers, physical restraint devices, firearms, radios, fire extinguishers, intercom systems, telephones, and equipment found in the central control booth.
- Jail Administrators work a variety of rotating shifts, as well as rotation of positions, and may perform other duties as assigned or required. Jail Administrators may additionally be required to work up to 16 hours on mandatory overtime.

## **Qualifications**

Must be at least 21 years of age. Must possess a valid Oklahoma driver's license. Cannot have any prior felony convictions. No unlawful use of a narcotic or dangerous drug within the past seven (7) years. No unlawful use of marijuana within the past three (3) years. No pattern of drug abuse. Must be willing to work rotating shifts, weekends, and holidays.

## **Education and/or Experience**

High school diploma or G.E.D preferred. Must be able to complete the Council on Law Enforcement Education training Academy (CLEET) upon employment.

## **Knowledge, Skills, and Abilities**

Ability to:

- Smoothly and rapidly shift between dissimilar tasks.
- They must also possess the skills necessary to communicate well both verbally and in writing, and exhibit a willingness and ability to learn computer operations on a variety of different systems.
- React quickly and calmly to emergency situations;
- Make effective decisions while in stressful situations and circumstances;
- Manage disruptive, explosive, violent and potentially assaultive offenders, through the use of both verbal and physical control practices
- Acquire and maintain throughout employment all requisite First Aid, CPR, Defensive Tactic, Firearm, and Bloodborne / Airborne pathogen qualifications or certifications during the normal training cycles.
- Must be emotionally stable, and ability to multi-task.
- Read, write, speak and understand the English language.
- Protect the County's value by keeping information confidential.
- Establish and maintain positive relationships with other upper management, supervisory staff, employees, and the general public. Work well alone or within a team.
- Utilize MS Office products at basic (create new documents, open/edit existing documents) to intermediate (import/export data, create templates) skill level.
- Exercise sound judgment and solicit assistance for decisions in a manner consistent with the essential job duties and responsibilities.
- See problems and avoid situations that could be deemed illegal or represent a safety hazard to fellow employees or guests.
- Respond to inquiries or complaints from employees, guests, regulatory agencies, and others.
- Travel locally, regionally, or out-of-state as needed.
- Maintain physical condition and stamina appropriate to performance of assigned duties.
- Update job knowledge by participating in educational opportunities; professional organizations; attending expos/conventions; and developing or maintaining professional networks.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. Must be able to climb up and down stairs with speed and agility. Must be able to perform tasks requiring dexterity and agility after running moderate distances. See and recall visual details. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to seventy five (75) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to drive an automobile.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. Will be exposed to a physically challenging environment, which may include; exposure to Bloodborne and Airborne pathogens, physical assault, verbal assault, loud noises, prolonged sitting, and restricted movement outside of the facility. This is a safety sensitive position.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

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Read and Sign:

I have read the above job description and received a copy of said description. I understand and am fully aware of the requirements of the position. I hereby acknowledge and agree that I am capable of fulfilling all job duties and requirements, including the physical requirements, and that I am fully able to comply with the job description.

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Employee's Name (Printed)

Date

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Employee's Name (Signature)

Date