

JOB DESCRIPTION

County of York



Human Resources

**JAIL ADMINISTRATOR
YORK COUNTY SHERIFF'S OFFICE**

Status: Full-time**FLSA:** Non-Exempt**Salary:** \$95,000 - \$105,000**Union:** Non-Union**Reports to:** Sheriff**JOB SUMMARY**

Manages the Correctional employees, programs, security, health, maintenance, financial responsibilities, and disciplinary functions of the York County Jail.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervisor of the Sheriff, and his/her designee.

Manages 3 – 5 subordinate supervisors/managers who supervise a total of 72 employees within a Correctional Facility. Responsible for the overall direction, coordination, and evaluation of the correctional division of the YCSO. Also directly supervises several non-supervisory and non-correctional civilian employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

ESSENTIAL DUTIES

1. Manages and coordinates all functions at the York County Jail including resident safety, resident social service programs, medical assistance, and food service.
2. Establishes policies and procedures to provide for resident security and ensures that the rights of residents are provided for in accordance with State and Federal Statutes, facility policy and regulations and court decisions.
3. 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.
4. Reviews and evaluates the work performance of officers and mid-level management team. Recommends disciplinary action when required.
5. Directs the staff responsible for coordinating mandated resident programs including religious, educational, and mental health service programs during incarceration and referrals for programs upon release to the community.
6. Coordinates and maintains medical and dental contracts to provide medical services to residents and ensures that dietary requirements for residents are approved through an appropriate food service vendor contract.
7. Develops, implements, periodically reviews, and revises jail policy and procedure to maintain a safe and secure environment for staff and residents and to confirm to the Maine Jail Standards.
8. Monitors, supervises, and provides direction and guidance to staff and residents.
9. Monitors and supervises all jail programming and records.
10. Develops, monitors, and reviews training for new and existing staff.
11. Responds to and handles employee grievances, to the extent possible, at the Administrator level.
12. Responds to and handles resident grievances.
13. Monitors and supervises classification and resident discipline.
14. Participates in union negotiations as appropriate.
15. Administers employee discipline with the advice and consent of the Sheriff and Chief Deputy.
16. Oversees computer technology and equipment for the jail facility which includes fingerprinting, digital photography, and video arraignment.
17. Maintains professional contact with the State's Attorney's Office, Maine Department of Corrections, the Maine Criminal Justice Academy, and area law enforcement agencies.
18. Public spokesperson for the jail as directed by the Sheriff.
19. Other duties as may be assigned from time to time by the Sheriff and/or Chief Deputy.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

KNOWLEDGE & SKILLS

1. Knowledge of relevant laws, rules, and regulations pertaining to corrections.
2. Knowledge of law enforcement and correctional principles, practices, methods, techniques, and equipment.
3. Knowledge of security procedures.
4. Knowledge of budget designs and implementations.
5. Knowledge of basic first aid procedures.
6. Skill in managing situations firmly, courteously, tactfully, and impartially.
7. Skill in care and use of a firearm.
8. Skill in effectively communicating both verbally and in writing.
9. Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.

MINIMUM QUALIFICATIONS

- Must be 21 years of age or older.
- Must successfully pass a pre-employment medical examination, including criminal background check, polygraph, and reference check.
- Able to read and write at a level necessary to master the law enforcement / corrections basic training course.
- Good character and reputation.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.
- Valid Driver's License w/ acceptable motor vehicle record.
- No criminal record.
- High School Diploma or GED.
- Combination of 5 years of post-high school and/or employment experience.

Preferred Qualifications

- Maine Criminal Justice Academy full-time corrections officer certification or full-time corrections officer certification from another state that is accepted by the Maine Criminal Justice Academy.
- 5+ years of experience in a law enforcement and/or correctional setting.
- Bachelor's Degree in Criminal Justice, Public Administration, Leadership, or related field.

PHYSICAL REQUIREMENTS**Environmental Conditions:**

While performing the duties of this job, the incumbent is regularly required to sit and talk and hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb

or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely in an office environment but will be required to perform work in a jail setting. Incumbent may be exposed to outside weather conditions. The noise level in the work environment is usually moderate.

SUBMITTAL INSTRUCTIONS

All interested candidates must submit a York County application, resume, and cover letter to Human Resources. This posting will remain open until a qualified candidate is selected. First review of applications/resumes will begin **July 10, 2024**.

York County applications can be located and downloaded from
www.yorkcountymaine.gov/careers

Applications/cover letters/resumes can be dropped off or mailed to:

York County Government
Attention: Human Resource Department
45 Kennebunk Road
Alfred, ME 04002
Physical Address: 149 Jordan Springs Road, Alfred, ME

Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.

The intent of this position description is to provide a representative summary of duties, and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any position. Employees may be assigned job-related tasks other than those specifically presented in this description.