

DEPARTMENT:
CLASSIFICATION:
APPROVED:

SHERIFF'S DEPARTMENT
COMPETITIVE
DECEMBER 5, 2014

FLSA Status: Exempt/Executive & Administrative

DEPUTY CHIEF JAIL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a confidential and policy-influencing administrative position. The purpose of this class is to directly assist the Chief Jail Administrator in planning, coordinating and supervising the daily operations of the Niagara County Jail; to ensure the safety and security of inmates, staff and the citizens of Niagara County through the development and enforcement of proper detention policies and procedures; and to perform related administrative, technical and supervisory work to assist in the development of goals and objectives, preparation of budgets, enforcement of contracts, and supervision and direction of staff. This class works within broad policy and organizational guidelines to assist in planning and implementing administrative, operating and program functions in the jail; to coordinate assigned activities with other County divisions, departments and outside entities; and to provide highly responsible and complex administrative support to the Chief Jail Administrator and Sheriff's administration. The work is performed under the administrative direction of the Sheriff, Undersheriff and Chief Jail Administrator. The incumbent exercises independent judgment in carrying out the details of the job in accordance with established laws, policies and procedures and reports progress of major activities through periodic conferences and meetings. Exercises direct and indirect supervision over all subordinate jail staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the Chief Jail Administrator in all facets of the operations of the jail and performs the duties of the Chief Jail Administrator as required in his/her absence;
2. Assumes management responsibility for assigned services and activities of the Sheriff's Office, including but not limited to medical services;
3. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs including coordination of litigation activities, budget development and tracking, jail operations, capital planning, project management;
4. Recommends and implements policies and procedures;
5. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement and reviews with the Chief Jail Administrator; and implements improvements;
6. Participates in recruitment, hiring and evaluation of jail personnel; coordinates staff training; works with employees to correct deficiencies; coordinates and implements discipline and termination procedures as directed by the Sheriff, Undersheriff, and Chief Jail Administrator in accordance with the Sheriff's Office policies and applicable laws;
7. Regularly meets with the Chief Jail Administrator to discuss operational concerns and issues;
8. Assists with addressing union issues, complaints and grievances;
9. Investigates or assists in investigating inmate complaints and/or staff misconduct and participates and/or directs administrative hearings;
10. Enforces local, state and federal law in the jail environment; responds to and investigates incidents, crimes and suspected criminal activity and takes appropriate action and makes appropriate referrals and recommendations to the Sheriff, Undersheriff, and Chief Jail Administrator.
11. Supervises subordinate personnel as assigned; supervisory duties include instructing, planning and assigning work; reviewing work; maintaining compliance with standards, policies and procedures; coordinating activities; acting on employee problems; and making recommendations on employee commendations, discipline, transfers, promotions and discharge;
12. Manages and participates in the development and administration of the Sheriff's annual budget to include recommendation of capital expenditures; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approval of expenditures of assigned accounts; directs and implements adjustments as necessary;
13. Provides responsible staff assistance, including administrative and technical support to the Chief Jail Administrator;
14. Prepares and presents staff reports and other necessary correspondence;
15. Negotiates and monitors compliance to assigned contracts; organizes data for the negotiation of contracts;
16. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to Sheriff's Office programs, policies and procedures as appropriate;
17. Participates on a variety of assigned committees; attends and participates in professional group meetings and training to represent the interests of the Sheriff's Office; as assigned, may serve as liaison with other Sheriff Office divisions, County departments and outside entities; stays abreast of new trends and innovations in the field of custody administration;
18. Receives, responds to and resolves citizen inquiries and complaints or requests for assistance;
19. Remains on call 24 hours per day, seven days per week and responds to and resolves facility issues and emergency situations.

CONTINUED

DEPUTY CHIEF JAIL ADMINISTRATOR CONTINUED

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and current trends in criminal justice and corrections facility administration; good knowledge of Federal, State and County laws and regulations relating to the operation of a correctional institution including NYSCOC minimum standards, NYS Penal Law, Correction Law and Criminal Procedure Law as they relate to a county jail; good knowledge of modern principles and practices of administration and organization including budgeting, accounting, and personnel; working knowledge of criminal behavior, its causes and treatment; ability to assign and supervise the work of others in a manner conducive to full performance and high morale; ability to gain the confidence and cooperation of others; ability to read and understand various laws, rules and regulations related to county jail administration; ability to communicate effectively, both orally and in writing; ability to deal effectively with prisoners during periods of emotional disturbance and physical violence; ability to establish and maintain cooperative relationships with staff, law enforcement agencies, elected and appointed officials, community leaders and the criminal justice community; ability to take charge and determine appropriate action in emergency situations; ability to function in a stressful environment; ability to establish and maintain good working relationships with other agencies; resourcefulness; initiative; integrity; sound professional judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Six (6) years of permanent competitive status as Correction Captain in the Sheriff's Office immediately preceding the date of written examination.

OPEN COMPETITIVE QUALIFICATIONS:

Completion of sixty (60) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees **AND** eight (8) years of full-time paid experience in a law enforcement facility or organization, five (5) of which must have been in a supervisory capacity.