



Major – Jail Administrator Sheriff's Office

SO/2-745

JOB SUMMARY

This position is responsible for directing the operations of the Jail Division.

MAJOR DUTIES

1. Plans, directs, and supervises the Jail Division.
2. Supervises and coordinates the daily operations of the jail.
3. Supervises the development and administration of the annual budget; monitors expenditures within approved budget and ensures expenditures are within established procedures.
4. Oversees inmate related matters including requests, grievances, and disciplinary actions.
5. Coordinates and supervises the efforts of contracted services.
6. Appears in court to provide testimony on criminal or civil matters and to observe and monitor employee testimony and practices.
7. Manages, supervises, approves, or disapproves reports, bonds, and written reports.
8. Meets or corresponds with other divisions.
9. Performs the duties of a Deputy Sheriff as necessary.
10. Ensures Sheriff's Office and Fayette County rules and regulations are adhered to and administers disciplinary action to subordinate personnel.
11. Receives and responds to requests for information and complaints from the public regarding services, operations, and policies of the Sheriff's Office; conducts informal investigations of alleged officer misconduct.
12. Ensures subordinate personnel are fit for duty; monitors, instructs and advises personnel in their work and in practices and procedures to be followed; conducts scheduled and unscheduled inspections of personnel and equipment.
13. Performs public relations duties; represents the agency at meetings and public functions; speaks on a variety of law enforcement topics to civic, neighborhood, church, and school groups and at professional meetings and conferences.
14. Assists the Sheriff with policy and procedure changes; writes standard operating procedures for the Sheriff's Office.
15. Manages and ensures the accuracy of all Sheriff's Office financial operations; reviews financial activities and transactions to ensure compliance with applicable fiscal policies and procedures in accordance with generally accepted accounting principles and governmental accounting standards; monitors changes in governmental reporting and accounting guidelines and regulations; develops internal accounting and administrative controls; oversees the production of accurate and timely financial and other required reports.
16. Attends seminars, schools and training sessions dealing with varied related activities such as PREA, investigations, law community relations, etc.
17. Represents the Sheriff's Office at various community events and social and professional meetings.
18. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of federal, state, and local laws.
2. Knowledge of the criminal justice system.
3. Knowledge of management and supervisory principles and practices.
4. Knowledge of Sheriff's Office policy and standard operating procedures and of Fayette County rules and regulations.
5. Knowledge of law enforcement and criminal investigation methods, procedures, and techniques.
6. Knowledge of the methods and practices of the administration and management of a modern law enforcement agency.
7. Knowledge of county geography, streets, roads, and buildings.
8. Knowledge of the procedures used in emergency communications.
9. Knowledge of federal, state, and personnel laws in conjunction with Sheriff's Office and Fayette County

personnel procedures.

10. Knowledge of law enforcement training standards.
11. Knowledge of budgeting, financing, and accounting procedures.
12. Skill in the use of firearms.
13. Skill in working independently and in a team setting.
14. Skill in preparing and monitoring operating budgets.
15. Skill in planning, directing, and supervising the work of subordinate personnel.
16. Ability to prepare clear and comprehensive reports.
17. Ability to obtain information through interviews, interrogations, and observation
18. Ability to operate assigned Sheriff's Office vehicles and equipment, including firearms.
19. Ability and knowledge to secure, protect, maintain, and properly disseminate various pieces of confidential information including oral or written personnel, financial, medical, criminal, investigative, and operational or other sensitive information or materials.

SUPERVISORY CONTROLS

The Sheriff assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

GUIDELINES

Guidelines include federal and state constitutions, state and federal laws related to the incarceration of inmates, labor laws and employment practices, Georgia Sheriff's Association Jail standards, American Correctional Association Jail standard, fire codes, National Incident Management System rules and guidelines, the Official Code of Georgia, case law, Sheriff's Office policy, rules, regulations, and standard operating procedures and County policy. These guidelines require judgment, selection, and interpretation in application. This position develops division guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, administrative, and law enforcement duties. Strict regulations, frequent interruptions, and potentially life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to direct the activities of the Jail Division within the Sheriff's Office. Success in this position contributes to the safety and security of the county jail.

CONTACTS

- Contacts are typically with co-workers, elected and appointed officials, representatives of other law enforcement and emergency response agencies, inmates, vendors, victims, witnesses, suspects, defendants, court personnel, attorneys and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is subject to on-call status and is typically performed on rotating shifts while intermittently sitting, driving, standing, kneeling, bending, crouching, running, climbing stairs, and stooping while dressed in work uniform and/or wearing ballistic or other PPE and/or carrying additional equipment. The employee occasionally lifts light and heavy objects including victims or suspects weighing more than 100 pounds, climbs ladders, and uses tools or equipment requiring a high degree of dexterity; distinguishes between shades of color and utilizes sense of smell.
- The work is typically performed in a vehicle, an office, jail, outdoors, and at the scene of emergency or critical incidents. The employee may be exposed to aggressive, sick, or injured persons or animals; noise, dust, dirt, grease, fire, and smoke; machinery with moving parts; contagious or infectious diseases or pathogens, and irritating chemicals; and occasionally hot, cold, or inclement weather. The work requires the use of personal protective equipment or devices such as ballistic protection, duty weapon and gear belts, self-contained breathing apparatus; and masks, goggles, hearing protection, or gloves. Employees functioning in the environment are required to maintain good physical condition in order to successfully execute any and/or all of the physical demands.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over division personnel.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with Sheriff's Office hiring standards. Completion of Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

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