

REGIONAL JAIL ADMINISTRATOR

Nature of Work: Under general supervision from the Chief of Operations, with latitude for the exercise of independent judgement, is responsible for the management and operation of a regional jail in compliance with Regional Jail and Prison Authority policy and direction from the Chief of Operations. Performs related work as required.

Examples of Work

- Implements, directs and administers total facility operations, to include providing for the care, custody and control of inmates, participating in the recruitment, selection, training and discipline of employees and the maintenance of the physical plant, consistent with policy and the budget allocated for the facility.
- Promulgates, and implements staff notices, consistent with policies, for the administration and operation of the facility.
- Reviews and responds to inmate grievances in accordance with agency policy.
- Initiates investigations into allegations of staff misconduct and initiates disciplinary action, if appropriate.
- Provides for the general welfare of inmates and staff by assuring the facility's programs and operations are consistent with the Regional Jail and Prison Authority.
- Conducts an annual report of facility needs, including personnel, operational procedures, equipment, renovation and maintenance.
- Prepares periodic reports concerning facility operations, progress, problems and recommendation for action.

Knowledge, Skills and Abilities

- Knowledge of current correctional law and professional standards.
- Knowledge of policies, procedures, rules and regulations.
- Knowledge of public administration, budgeting and personnel administration.
- Ability to plan, organize, delegate and supervise to effectively utilize human and material resources.
- Ability to communicate, both orally and in writing.
- Ability to give and follow orders.
- Ability to read, comprehend, interpret and implement policies, procedures, rules and regulations.
- Ability to interact positively with staff and inmates.
- Ability to recognize unusual inmate behavior.
- Ability to listen to inmates and subordinate staff problems, needs, or complaints and respond with appropriate interest and understanding in a manner that addresses the problem, need or complaint tactfully and effectively.

REGIONAL JAIL ADMINISTRATOR (CONT'D)

Knowledge, Skills and Abilities (cont'd)

Ability to correctly assess and react quickly and appropriately to emergency situations, such as fires, disturbances, escapes or natural disasters.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university with a degree in Public Administration, Criminal Justice, Counseling, Psychology, or related human services field.

Substitution: Administrative or supervisory experience may be in a related field substituted for the required college on a year-for-year basis.

Experience: Three years of full-time or equivalent part-time paid employment in an administrative or supervisory position in a correctional facility.

Special Requirements: Applicant must possess a valid West Virginia driver's license. Must maintain a telephone at place of residence for the duration of employment. Must consent to a background investigation prior to appointment. May be required to submit to a psychological evaluation prior to appointment and at any time required during employment. Must successfully complete a one (1) year probationary period. Permanent employees in this class will be required to complete at least eight (8) hours management training each year.

All employees shall be subject to drug testing if probable cause is established. Probable cause includes, but is not limited to, documented incidents of repeated absenteeism, repeated use of excessive force, impairment or inability to perform assigned duties, physical indications of impairment, repeated vehicle accidents, or other behavior inconsistent with previous performance.

Established: 8/19/93
Revised: 11/2/95
Effective: 11/2/95