

PENOBSCOT COUNTY SHERIFF'S DEPARTMENT

JOB DESCRIPTION

TITLE: Jail Administrator

DATE: June 22, 2012

APPROVED BY: *Sheriff Glenn Ross*

REPLACES: March 8, 2010

DATED:

I. IDENTIFICATION

Job Title: Jail Administrator

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Chief Deputy and Sheriff

Supervises: Assistant Jail Administrator

II. JOB SUMMARY

The Jail Administrator is appointed by the Sheriff pursuant to MRSA Title 30-A Section 1501 and is responsible for providing leadership, guidance, direction and control necessary for operation of the jail facility within accepted professional standards and applicable law.

III. CORE ELEMENTS OF THE JOB

A. Essential Job Functions

1. **Maintain the established philosophical direction of the organization.**
 - Develop and adopt a Corrections Division mission statement consistent with the Organization's mission utilizing a participative process.
 - Implement policy, procedure and practice consistent with the mission statement.
 - Ensure all staff are oriented to the mission statement.
 - Monitor compliance to division mission statement.
2. **Direct strategic planning process.**
 - Establish a policy for strategic planning process.
 - Develop goals and objectives consistent with the division mission statement.

- Establish team to plan and implement action plan for accomplishing objectives and goals outlined in the strategic plan.
 - Monitor strategic plan implementation and provide support necessary for plan's success.
 - Develop method for evaluating strategic plan outcomes.
- 3. Manage Corrections Division operations.**
- Develop and implement comprehensive policies and procedures approved by the Sheriff that incorporate applicable Federal, State and Local laws, which ensure that jail operations are effectively managed and maintained to support correctional goals, staff requirements and the safety and security of both staff and inmates.
 - Annually, review established policies and procedures and update as required or warranted.
 - Respond and assist in defense of employee and/or inmate initiated litigation: i.e. civil suit, Maine Human Rights suit, unemployment, tort claims, etc.
 - Oversight responsibility for all contracted services: i.e. mental health, medical, pre-trial program, etc.
 - Develop programs and systems designed to reduce the incarcerated population (that are not classified high risk) and/or likelihood of recidivism, increase rehabilitation efforts, and reduce taxpayer liability.
 - Annually, review established programs for continued viability.
- 4. Manage personnel assigned within the Corrections Division.**
- Oversight responsibility for hiring of qualified individuals within the Corrections Division.
 - Oversight responsibility for all training related issues relevant to the Corrections Division.
 - Monitor employee performance to ensure established standards for respective positions are adhered to and that opportunities are available for professional growth.
 - Establish methods that will create open lines of communication leading to an overall work environment which is productive and healthy.
 - Annually, review and as warranted, make recommendations for modifications in the established PCJ staffing plan to include both security and support personnel.
 - Respond and manage settlement of employee initiated Union grievances.
 - Participate in collective bargaining agreement negotiations.
- 5. Participate in the budget process.**
- Identify fiscal needs for coming year.
 - Make funding level recommendations for the Corrections Division.
- 6. Manage information.**
- Maintain the existing system for information management.
 - Review forms and information format.
 - Periodically review value of information compiled and make revisions as warranted.
 - Analyze information and make recommendations for changes deemed warranted based upon data analysis.
- 7. Manage public and media relations.**
- Ensure staff adheres to the established policy for media and public access to facility, related to staff and inmates.
 - Develop a plan for public education.
 - Participate in public presentations as warranted.

- Promote and solicit positive public relations and press coverage. <-(Combined two)

8. Establish cooperative relationships with agencies involved with the Corrections Division.

- Identify various agencies, roles and relationships that impact the Corrections Division.
- Facilitate on going and continuing cooperative interagency communications.
- Develop formal and informal networks.

9. Other duties

- Perform other duties dictated by mission requirements or as directed by the Sheriff or Chief Deputy.
- Maintain thorough working knowledge of and comply with the applicable County personnel policies and Collective Bargaining Agreement, Affirmative Action and Equal Opportunity programs and applicable Federal, State and Local laws.
- Maintain thorough knowledge of all applicable standards and laws, etc. regarding the treatment of prisoners and their rights.
- Coordinate work efforts with the Asst. Jail Administrators.
- Perform the duties of the Assistant Jail Administrator position, if absent.

B. Other Related Duties/Responsibilities

1. Participate in the Legislative process.

- Be aware of pending legislation and potential impact on Corrections.
- Develop when necessary, fact sheets relative to pending Corrections related legislation.
- Appear and/or testify before Legislature, Legislative Committees, etc. as directed by the Sheriff.

2. Develop a statewide and national network that affords Penobscot County Jail the opportunity to draw upon resources that would otherwise be unavailable.

- Be an active member of the Maine Jail Association.
- Participate in state-level committees authorized by the Sheriff.
- Actively collaborate with agencies that provide service at minimal or no cost (i.e. MeDOC, NIC).

** External and internal candidates as well as job/position incumbent who become disabled must be able to perform the essential functions either unaided or with reasonable accomodations which will be determined by management on a case-by-case basis.