



## Job Description

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<b>TITLE:</b> Adult Detention Center Administrator	<b>JOB CODE:</b> 1222
<b>DEPARTMENT:</b> Adult Detention Center	<b>FLSA:</b> Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Executive
<b>UPDATED:</b> April 11, 2022	<b>WORK LOCATION:</b> Farmington, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** Under administrative direction from the County Manager, plans, organizes and directs all operations and staff functions relating to the San Juan County Adult Detention Center; coordinates all related job activities with other County departments and outside agencies; ensures compliance with all laws, regulations and policies.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide an illustrative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assumes management responsibilities for all services and activities concerning correctional management of the San Juan County Adult Detention Center.
- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs, including custody and maintenance services; recommends appropriate service and staffing levels; recommends and administers policies and procedures; oversees contracts, RFP's and other related procedures.
- Monitors and evaluates continuously the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the workload, administrative and support systems, and the internal reporting relationships; identifies opportunities for improvement; reviews with County Executive and implements changes as approved.
- Ensures that personnel are selected and trained to provide correctional supervision and coordinated staff work; directs sectional managers to correct deficiencies; implements discipline and ensures by chain of command that approved procedures are followed.
- Directs; coordinates and reviews the working plan for the County Jail; meets with directors, managers, supervisors and staff to identify and resolve problems; ensures that work activities and projects are assigned; monitors workflow; reviews and evaluates performance within the facility and develops community rapport.
- Coordinates and controls all adult correctional activities with outside agencies and organizations; prepares and presents staff reports and other necessary correspondence; ensures that any planning phases for correctional needs from outside agencies are within the goals of San Juan County and approved by the County Manager.
- Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to correctional programs, policies and procedures as appropriate.
- Directs, manages and participates in the development and administration of the annual budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; directs the monitoring and approval of expenditures; directs and implements adjustments as necessary.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of trends and innovations in the field of jail administration.
- Negotiates and applies labor contracts; manages all work schedules of employees; reviews critical incidents, population reports and other leadership issues.
- Ensures scheduled hearings, testimony and evidence is rendered appropriately when decisions are made with regard to employee disciplinary action or forfeitures.
- Responds to and resolves more difficult and sensitive citizen inquiries and complaints.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of the principles and procedures of correctional administration and operations.
- Knowledge of the laws, regulations and court decisions affecting corrections.
- Knowledge of custody operations, records management and property care and custody.
- Knowledge of laws relating to search and seizure, arrest and personal property.

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### Adult Detention Center Administrator

- Knowledge of management, organization and personnel administration policies and methods.
- Knowledge of budgets, grant requirements and financial reporting.
- Skill in effectively managing, leading and delegating work and projects.
- Skill in planning and implementing goals, policies and procedures.
- Skill in providing administrative and professional leadership and direction.
- Skill in planning and administering large and complex budgets.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.

#### Education and Experience:

- Bachelors Degree in Public Administration, Criminal Justice or a related field and seven (7) years of management experience in law enforcement or custody operations.
- Master level degree in one of the above fields preferred.
- Jail Management Industry Certifications from the American Jail Association or American Corrections Association; or eight (8) years actual Detention/Law Enforcement experience.
- Pass a comprehensive criminal background check.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

#### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in a correctional environment; may be subject to repetitive motion in an office environment such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of computer screens, video cameras, documents and reports.
- May be subject to bending, reaching, kneeling, climbing stairs and lifting items such as injured staff or inmates in excess of 75 pounds, and retrieving files, records, and reports; ability to inspect the entire facility.
- Potential exposure to profanity or nudity in a correctional environment.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

#### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.
- Industry standard weapons, chemical agents, stun-guns, fire arms and physical defense tactics.

#### Approvals:

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_