



## Job Description

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<b>TITLE:</b> Deputy Adult Detention Administrator	<b>JOB CODE:</b> 2610
<b>DEPARTMENT:</b> Adult Detention Center	<b>FLSA:</b> Exempt
<b>PREPARED:</b> September 2011	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b> April 11, 2022	<b>WORK LOCATION:</b> Farmington, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** The Deputy Adult Detention Administrator plans, directs, and evaluates the activities of the Adult Detention Center including assessment, work release program, and facility community services workers; coordinates activities with the Courts, Probation and Parole, District Attorney, and other agencies as directed by the Adult Detention Administrator. This position manages the general operations and administrative functions of the Adult Detention Center in an efficient and effective manner. The Deputy Adult Detention Administrator shall embrace the department's goals and objectives and work to support and implement them.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative 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.*

- Manage daily operations and staff; prioritize and assign work and projects; select, train, motivate, and evaluate personnel; plan and coordinate staff training and professional development; implement discipline and termination procedures; serve as Adult Detention Administrator in his/her absence.
- Recommend and implement approved department goals and objectives; recommend and administer approved department policies and procedures; ensure policies and procedures or facility activities comply with applicable laws, policies and regulations.
- Direct, oversee and participate in the planning and development of Detention Center Operations; review and evaluate results, methods and procedures, and overall program effectiveness; report such findings to the Adult Detention Administrator for appropriate action.
- Prepare special and recurring reports; recommend and implement approved changes to existing policies and procedures.
- Assist with budget preparation; recommend and monitor the budget; prepare special and recurring reports, budgets, grants, Request for Proposals (RFP) and renewal contracts; recommend and implement changes to existing policies.
- Monitor daily activities of inmates, staff and administrative support programs; monitor facility environment that ensure the care, custody and control of the adult population is maintained to appropriate standards.
- May conduct and document weekly facility walk-through inspections; report any problems to Adult Detention Administrator and assist with corrective actions approved by the Adult Detention Administrator.
- Monitor and evaluate trends in detention programs and recommend operational improvements to the Adult Detention Administrator.
- Review and investigate grievances and make appropriate referrals; investigate complaints and may conduct internal investigations; create and review incident reports, document inmate and officer files, recommend and monitor discipline; make recommendations of findings to the Adult Detention Administrator for appropriate action.
- Required to operate all security equipment, video equipment, key control equipment, alarm systems, intercom systems and other communication devices necessary to provide outside agency support.
- Perform a variety of specialized functions in areas of expertise, including inventory management, training, background investigations, inmate transportation, shift scheduling, internal affairs, criminal and civil proceedings, and related functions.
- At the direction of the Adult Detention Administrator, coordinate with city, state and federal law enforcement agencies, District Court, County Administration, District Attorney, advisory councils, county departments, public or private organizations that interact with the detention center.
- Must exercise professional ethical principles while effectively displaying sound judgment and decision-making expertise to foster collaboration between the courts, the District Attorney, law enforcement and other public or private entities.
- Interact with outside agencies to assist in the coordination of detention services; respond to and resolve difficult inquiries and complaints from the general public, visitors and outside agencies.
- Will be required to manage special projects related to Mental Health and/or any other Detention/Corrections Industry associated areas.
- Perform other related duties as assigned.

**Job Description**

Deputy Adult Detention Center Administrator

**Required Knowledge and Skills:**

- Knowledge of applicable federal, state laws and regulatory standards for detention facilities and programs.
- Knowledge of the New Mexico criminal justice and court systems, procedures and protocols.
- Knowledge of Request for Proposals (RFP) process for a correctional environment.
- Knowledge of inmate behavior and various methods and approaches for appropriate intervention.
- Knowledge of principles, trends and practices of Managing Adult Detention Facilities.
- Knowledge of principles and practices concerning inmate medical needs.
- Knowledge of principles and practices of adult inmate supervision and professional staff training.
- Skill in planning, organizing, and directing 24/7 organizational staffing of adult detention facilities.
- Skill in the use of a personal computer and standard operational software.
- Knowledge of San Juan County policies and procedures.

**Required Education and Experience:**

- Bachelor's Degree in Criminal Justice, Public Administration, or Business Administration; Graduate Degree in the above fields preferred.
- Minimum six (6) years of management experience in a detention facility, preferred.
- Minimum six (6) years of budgetary responsibility experience; capable of analyzing, balancing and measuring performance indicators related to a \$13million dollar department budget; ability to forecast future resources consistent with a multi-million dollar Adult Correctional Facility, preferred.
- Jail Management Industry Certifications from the American Jail Associations or American Corrections Association; or eight (8) years actual work experience in a detention facility may be considered in place of educational requirements.
- 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/office environment; may be subject to repetitive motion such as climbing stairs, inspecting physical plant, typing, monitoring security voice/video screens, data entry with prolonged exposure to computer monitors; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting weights in excess of 75 pounds such as assisting or moving an adult human being, retrieving files, records, and reports.
- Potential for physical confrontation and contact with inmate populations that requires immediate action.
- 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 technology based security/computerized and conventional office equipment associated in a correctional facility.

**Approvals:**

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

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

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