

**JOB DESCRIPTION
CITY OF BOAZ, ALABAMA**

JOB TITLE: JAIL ADMINISTRATOR

CODE: 613

Amended Council Action 9/28/2015

JOB DEFINITION:

This position involves administrative work in directing the daily operations of the Boaz City Jail. ~~It also involves specialized work in the area of Jail/Corrections Management, for the City of Boaz Police Department and Jail.~~ Work is supervised by the ~~Deputy Assistant~~ Chief and Chief of Police, but with considerable independence in accordance with accepted departmental regulations, and police and correctional practices. The nature of the work involves the application of advanced skill, specialized and technical knowledge of Jail Administration.

ESSENTIAL FUNCTIONS:

~~Plans and directs~~ ~~Helps plan~~ the operations of the City Jail, coordinates the use of ~~personnel, and~~ materials.

Assists the Chief and ~~Deputy Assistant~~ Chief of Police in the development, establishment, and implementation of priorities, plans, policies and procedures to meet operational requirements.

~~Provides directions to deal with~~ ~~Helps plan for the avoidance of~~ incidents of violence and potential liability.

Reviews and investigates inmate grievances, public concerns and complaints, and lawsuits, and assists in preparing written and verbal responses.

Promotes a positive public image.

Maintains a safe and clean environment.

Fosters cooperation with the Court System.

Ensures efficient operations of the facility, staff safety and the proper care of inmates.

~~Is responsible for overseeing all dispatch functions of the Boaz Police Department.~~

Performs any other related work as assigned by the Chief of Police ~~or Assistant Chief.~~

~~Fills in for Shift Shortages as needed in the jail or dispatch.~~

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of detention administration ~~and management~~, including technical and operational principles, practices and procedures of inmate detention and care.

Thorough knowledge of federal, state, and local laws pertaining to inmate sentences, pre-trial conditions, release, and detention administration, including minimum detention standards issued by the State of Alabama; and of corrections standards and corrections law/constitutional issues regarding inmate rights.

Ability to communicate effectively verbally and in writing with a wide variety of individuals, including elected officials, the media, and the general public.

~~Ability to effectively manage, train, and evaluate the work of subordinate personnel.~~

Ability to plan, organize, and evaluate detention programs.

Ability to exercise sound judgment in making ~~managerial~~ decisions in routine and emergency situations.

Ability to deal tactfully and firmly with inmates and the public.

Ability to maintain effective relationships with other employees.

Possess considerable knowledge of civil and criminal law, and court procedures.

Considerable knowledge of departmental rules and regulations.

Possess the knowledge of first aid procedures, safety rules and emergency procedures.

Be physically fit and emotionally stable to work in stressful situations.

QUALIFICATIONS:

Any combination of experience and training equivalent to considerable experience as a jailer and/or police officer. Graduation from a senior high school or equivalent. Additional course work in Jail Administration/Corrections Management is preferred.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Alabama Driver's License and have a driving record suitable for insurability.

Minimum of two years' experience with Boaz Police Department and/or a police officer.

Must be subject to random drug screening.

Must pass a required physical examination and drug screen after the position is offered.