



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

<b>Job Title: Operations Manager</b>	<b>Job Code: _____</b>
<b>Reports to: Warden of Effingham County Prison</b>	<b>FLSA Status: Exempt</b>
<b>Department: Effingham County Prison</b>	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **Position Overview:**

The Operations Manager position assists the Warden of Effingham County Prison in confidential administrative and personnel matters. Ensure that all administrative functions of the Prison Office are completed by staff according to standard operating procedures and to assist the department head in daily activities, providing both administrative and financial support, to ensure smooth and efficient departmental and office operations. Prepare and maintain all required financial and personnel records and reports. Advises and informs the Warden and Deputy Warden of all operations and information pertaining to the Prison including policies and procedures; notifies them of potential problems or matters of concern. Supervises Administrative Officer; Ensures work quality of subordinates. Sets up interviews with prospective employees; obtain and maintain employee references; trains employees on department policies and procedures.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

SERVE ON THE BUDGET COMMITTEE AS A DEPARTMENT REPRESENTATIVE: Attend meetings; prepare worksheets to include proposed personnel and salary changes, operating and capital budget requests; assists Warden with presentation of the preliminary budget. Coordinate and prepare RFP and MOU information for bids on contracts for food service, inmates' telephone and media service, and the inmate commissary. Maintains report of expenditures for Warden; monitors the budget by



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

**Job Title: Operations Manager**

**Job Code: \_\_\_\_\_**

storing information on payment of invoices in the computer. Compiles tables and summaries for statistical reports for budget; generates and prints related reports. Maintains financial information in a confidential manner; prepares and maintains complex financial files.

**SERVE AS DEPARTMENT LIAISON FOR HUMAN RESOURCES:** Processes all paperwork for new employees, promotions, demotions, resignations, etc. and maintains individual working files on each individual in the department. Oversee and finalize timesheets for payroll; approve and disapprove leave requests; maintain copies of written requests, and prepares reports for the Warden, Deputy Warden, and Supervisors concerning overtime status. Assist with random drug screening of staff with Human Resources; provide instructions to staff; notify the HR Coordinator of the status of completion. Provide staff with instructions and assistance in completing the Accident/Incident Report; notify Human Resources of all work-related Accidents/Incidents; submit Incident Report Packet along with any supporting documentation.

**SERVE AS DEPARTMENT LIAISON FOR FINANCE/ACCOUNTING OFFICE:** Balance and reconciles bank statements; prepares monthly spreadsheets; scans spreadsheets, receipts and statements and emails documents to Accounts Payable; submits hard copies; maintains records. Prepares requisitions for payment of invoices; maintain copies of purchase orders and invoices for office file; submit requisitions along with invoices to Accounts Payable. Prepare and process documentation on inmates being released; notify Finance/ Accounts Payable for funds distribution. Prepares monthly reports for the State to reimburse the County for items such as inmates release packages (clothing), bus tickets, release gratuity, etc. Prepare supporting documentation of disbursements with checks; submit to Revenue Department. Compile spreadsheets with data of fees to be charged against individual inmates' accounts; forward information to Accounts Payable for collection. Processes documentation on monthly subsidy reimbursements to Revenue Coordinator that is billed to the State on daily population count of inmates housed each day. Forward confiscated currency as a result of contraband found on inmates to the Revenue Coordinator; maintain Chain of Custody forms.



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

**Job Title: Operations Manager**

**Job Code: \_\_\_\_\_**

SERVE AS DEPARTMENT LIAISON FOR PURCHASING DEPARTMENT: Notify the Purchasing Agent of any work related accidents as it pertains to automotive or property; provide documentation and available photographs; coordinate interviews and meetings with ACCG Claims Examiner.

SERVE AS THE PRISON'S AGENCY ADMINISTRATOR FOR THE GEORGIA PEACE OFFICER STANDARDS AND TRAINING COUNCIL: Completes C-11 forms on officers as needed by the state; prepares all Basic Correctional Officer Training packets and conduct all training preparations needed for entire staff. Conduct background checks for BCOT Applications. Assist officers with online application for certification; upload required documents. Provide guidance to officers with the recertification process; upload documents and complete the POST attestation requirements.

SERVE AS THE PRISON'S AGENCY ADMINISTRATOR FOR THE GEORGIA PUBLIC SAFETY TRAINING CENTER: Manage the staff's roster; enroll new employees; register staff for online courses; maintain training records.

SUPERVISE AND MANAGE INMATES COMMISSARY: Oversee and supervise the distribution of commissary for inmates; submit spreadsheet to vendor for any damaged or missing items. Confirm with vendor the replacement of items. Provide inmates with information regarding changes in the commissary menu, schedule, processing or delivery. Advise inmates of changes in account restrictions or limitations.

MANAGE DEPARTMENT'S OPERATION: Provide PO numbers for In House purchases; screen purchase requests; maintain purchase log; Maintains inventory of office and operating supplies; orders or requisitions supplies as needed. Maintains departmental filing system, researches record retention and guidelines for retention of documents; receives, identifies, stores, files, and retrieves records. Maintains copiers and office equipment; submit work tickets as needed. Assists in processing incoming and



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

**Job Title: Operations Manager**

**Job Code: \_\_\_\_\_**

outgoing mail. Composes types and files a variety of documents, calendars, phone directories, and work orders; update information. Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems. Assists in answering incoming calls; takes messages or routes calls to appropriate party. Attends and schedules conferences and meetings, trainings, and workshops as required.

PREPARE AND MAINTAIN DOCUMENTATION INCLUDING BACKGROUND CHECKS ON PERSONNEL FOR PREA (PRISON RAPE ELIMINATION ACT) AUDIT: Prepare consent forms for background checks; submit requests, collects and signs for criminal history on employees; ensure that the Essential Job Functions and Basic Training Functions Acknowledgement form is completed on all staff; maintain all documentation for audit purposes.

PREPARES CORRESPONDENCE; ANSWERS MAIL; PREPARES MEMOS AND REPORTS ON MATTERS CONCERNING THE DEPARTMENT:

Submits reimbursement for travel vouchers for out-of-town travel or in emergency situations.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance evaluations; notify supervisors of subordinates annual and bi-annual performance evaluations; provide data and forms; submit completed evaluations to Human Resources; prepares administrative work schedule. Retrieve and distribute Busing Orders on inmates transferring in and out. Calculates employee leave information; enters data into computer.



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

**Job Title: Operations Manager**

**Job Code: \_\_\_\_\_**

**PREPARE INMATE RELEASES:** Issue PO numbers for clothing orders; purchase bus tickets; finalize release packet. Notify Security Supervisors of inmates releases to include transportation status.

**REVIEW/INVESTIGATE INMATES CONCERNS:** Receive inmates' requests submitted on the kiosk concerning questions related to their account or commissary. Provide inmates with a prompt response.

**ASSIST WITH GED PROGRAM:** Order and obtain GED awards for inmates' completions; assist with the refreshments and programs with the inmates' graduation.

**ON CALL:** Remains on call 24 hours per day; report to duty during emergencies such as escape, evacuation and other major incidents.

DRAFT



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

**Job Title: Operations Manager**

**Job Code: \_\_\_\_\_**

### **Additional Functions:**

Provides assistance to other employees or departments as needed.

Makes copies; run department's errands.

Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by three (3) years previous experience and/or training that includes administration, office procedures, and dealing with the public; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess and maintain a valid Georgia driver's license. Must possess and maintain a valid certification as a Paramedic and certification in ACLS and CPR.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

**Job Title: Operations Manager**

**Job Code: \_\_\_\_\_**

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.