

## SIERRA COUNTY POSITION DESCRIPTION



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**JOB TITLE:** ADMINISTRATOR  
**DEPARTMENT:** HOLDING FACILITY  
**SUPERVISOR:** COUNTY MANAGER  
**GRADE:** 10  
**FLSA STATUS:** EXEMPT

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### JOB SUMMARY

Under the guidance of the County Manager, accomplishes the County's objectives by directing and coordinating the operations and programs of the Sierra County Holding Facility. Assigns and directs staff, ensuring that all policies, rules, regulations, orders, procedures, and directives are enforced and implemented.

### ESSENTIAL FUNCTIONS

- Upholds Sierra County's code of justice with the highest level of integrity and enforces county, state, and federal laws.
- Assists with the establishment, implementation, and communication of goals, objectives, policies, and procedures in accordance with applicable laws, regulations, ordinances, and regulatory agencies.
- Contributes to department effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; and implementing directives.
- Increases staff effectiveness by assisting with hiring and orienting; communicating values, strategies, and objectives; assigning accountabilities; developing a climate for offering information and opinions; integrating functional objectives; and providing and participating in educational opportunities.
- Contributes to the efficient daily operation of the Holding Facility by assigning, delegating, reviewing, and evaluating work; and coaching and providing feedback.
- Ensures appropriate and timely training for current and newly hired dispatchers and maintains documentation of training.
- Recommends to the County Manager promotional or disciplinary action including termination of employment.
- Prepares, presents, and manages department budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; and recommends budgetary adjustments as necessary.
- Collaborates with other law enforcement agencies as needed.
- Maintains department compliance with new and changing laws, regulations, policies, and procedures; recommends policy changes; researches issues, complaints, and problems and provides input regarding solutions and courses of action.

- Attends and participates in County committees and meetings as requested; represents the Holding Facility as authorized.
- Receives complaints and grievances from staff, uses independent judgement in making recommendations to respond to such complaints, and recommends remedial action to County Manager.
- Manages all programs related to booking, holding, and releasing of inmates: ensures inmates are informed of Holding Facility rules; assures correct release dates; upholds fire and safety codes for the Facility; and facilitates transportation of inmates.
- Oversees inmate meals, inmate needs, medication administration and record-keeping; ensures inmates can appear in court in a timely manner; and maintains standards of cleanliness of facility premises.
- Administers accurate warrant and criminal histories in computer systems; scans citations, inmate files, and other documents related to inmates; maintains accurate and thorough records for all inmates.
- Interacts with a variety of agencies and organizations regarding Holding Facility operations including the Public Defenders officer, New Mexico Department of Public Safety, US Bureau of Prisons, District Attorney offices, members of the clergy, and medical professionals; represents the Facility to other divisions, departments, elected officials and outside agencies and organizations.
- Manages contractors to the Facility including inmate housing, inmate food service, inmate medical and health service; and alcohol and drug screening providers.
- Supervises inmate investigations; approves and implements inmate disciplinary procedures; ensures due process for all inmates.
- Conducts inspection tours to ensure compliance with all security, safety, sanitation, contraband, fire or other facility regulations.
- Conducts disciplinary meetings concerning both staff and inmates.
- Responds to all unusual occurrences.
- Assigns sergeants to train officers; oversees all detention staff training including new employee training, annual staff, and contractor training.
- Promotes an atmosphere conducive to character development through the encouragement of favorable behavior patterns and assignments.
- Supports, clarifies, and helps staff in handling inmates related issues.
- Monitors daily logs for compliance.
- Prepares comprehensive and concise verbal and written reports.
- Resolves difficult and sensitive citizen inquiries and complaints.
- Hosts and participates in regular meetings to enhance communication.
- Remains flexible in working hours as needed to meet deadlines and support organizational needs.
- Builds and fosters effective working relationships with others.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences.
- Executes other tasks and responsibilities as assigned.

**\*APPLICANT MUST DISCLOSE REAL OR PERCEIVED CONFLICTS OF INTEREST AND MUST ABIDE BY THE GOVERNMENTAL CONDUCT ACT (NMSA 10-16-1 (ET. SEQ.)).**

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Criminal Justice, Psychology, Sociology, Criminology, Corrections, Management, or related field.
- Eight (8) years of experience in detention operations, law enforcement, corrections, or related area; two (2) years of supervisory experience preferred.
- A combination of relevant education and related work experience may be considered.
- Obtain and maintain First Aid and CPR certifications.
- Valid driver's license is required.
- Must be able to successfully pass a background screening / investigation.
- Must have no DWI convictions within the past five years.
- Must have no felony convictions and cannot be on probation or parole for any conviction.
- Cannot have more than two speeding tickets within the past two years.
- Must pass a psychological assessment.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Applicable federal, state, and local laws, regulations, requirements, principles, policies, and practices of corrections, detention/housing of inmates, and jail management.
- The development, preparation, and oversight of budgets and grant funds.
- Social, economic, cultural, and physical factors and their impact upon correctional programming.
- State and Community resources and programs to reduce recidivism of inmates.
- Other service disciplines which typically interact with corrections, (i.e., probation, courts, district attorney, public defender, law enforcement agencies).
- Principles and procedures of inmate classification (e.g., custody designation, custody level, specialized housing, program assignments, special management) to provide a systematic process for the programming, housing custody designation, and assignment decisions used in the safe and secure management of special management inmates.
- The methods used to manage and discipline inmates to ensure due process rights are afforded and procedural requirements follow pertinent laws, regulations, policies, and procedures.
- Various prison and street gangs, gang behavior, and the threat of gang action in an institutional setting in order to designate inmate programming, housing, and assignments and maintain orderly operation of the facility and the safety of staff, inmates, and the public.
- Judicial and administrative procedures applicable to inmate processing to provide a recommendation for appropriate inmate program/housing status.
- The policies and procedures within the Holding Center in order to maintain orderly operation of the facility and the safety of staff, inmates and the public.
- The Prison Rape Elimination Act (PREA) Standards and compliance.

- Safety policies, procedures, and practices specific to a holding facility setting.
- Policies, functions, and responsibilities of Sierra County.
- Modern trends related to the practice of inmate detention.

**SKILL IN:**

- Hiring, training, and evaluating assigned staff.
- Budget and grant development and administration, financial planning, and cost control.
- Exercising sound judgment and reacting effectively in emergency, hostile, or life-threatening situations.
- Operating various word-processing, spreadsheets, accounting and database software programs in a Windows environment.
- Preparing operational reports.
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Diffusing hostile situations, in managing prisoner populations, and remain impartial when dealing with inmates.

**ABILITY TO:**

- Strictly enforce Detention Center rules, regulations, and procedures.
- Tactfully handle sensitive issues to provide information to staff for immediate action.
- Remain calm, use good judgement, and work under stressful circumstances.
- Interpret applicable federal, state, county, and local laws, regulations, and requirements.
- Evaluate, implement, and manage complex systems, methods, procedures, forms, and records.
- Communicate efficiently and effectively both verbally and in writing.
- Speak persuasively in groups.
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Make solid decisions and exercise independent judgment.
- Work in a fast-paced environment and meet deadlines.
- Work independently with minimal supervision and with others.
- Conduct an interview with inmate to effectively obtain and disseminate information.
- Maintain confidentiality, a professional attitude; and demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.

**PHYSICAL/MENTAL DEMANDS, WORK ENVIRONMENT, EQUIPMENT USAGE**

**WORK ENVIRONMENT:**

Work is generally performed in an office or indoor setting with a moderate noise level. Occasional work outdoors where incumbent may be exposed to varying temperature and weather conditions. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events.

**PHYSICAL/MENTAL REQUIREMENTS:**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively. The employee occasionally is required to move throughout the complex; climb or balance; bend, stoop, kneel, crouch, or crawl; and lift up to 50 pounds. Close vision and clarity of vision at long distance are required. Incumbent may sit for extended periods of time. Occasional exposure to dust, fumes, airborne particles and/or allergens; high risk / potentially dangerous situations; excessive noise; working with hostile, violent, and/or offensive individuals; and areas where the use of protective clothing, equipment, devices, or materials is necessary. Position may cause stress and tension; and require incumbent to quickly change position on issues when presented with better alternatives.

**EQUIPMENT, TOOLS, AND MATERIALS:**

Tools used in performing the essential functions of the job: LIVESCAN, Jail Management System, SORNA, TASER, pepper spray, handcuffs, shackles, computers, telephone, copy machine, vehicles, paper shredder.

***\*SIERRA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL SUITABLY QUALIFIED PERSONS REGARDLESS OF THEIR RACE, SEX, DISABILITY, RELIGION/BELIEF, SEXUAL ORIENTATION, OR AGE.***