



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Chief Jailer / Jail Administrator</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Sheriff</u>	FLSA: <u>Exempt</u>	DATE: <u>07/08</u>
DEPARTMENT: <u>Corrections</u>	JOB CODE: 4020	

DEFINITIONS:

Administers and provides leadership to jail programs to ensure safety and security inside the Boone County Jail. Responsible for the administration of custodial, treatment, education, personnel and business programs necessary for the operation of a jail facility.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Provides leadership and administers jail programs to ensure safety and security inside the County Jail. Responsible for the administration of custodial, treatment, education, personnel, and business programs necessary for the operation of a jail facility.

Under executive direction develops and implements new approaches to department administration. Plans and directs specific departmental activities and in conjunction with correction management staff, reviews and evaluates the work of program personnel to ensure conformance with general guidelines, methods, techniques, policies and laws.

Supervisory functions include approving leaves, conducting service ratings, counseling employees, disciplining employees, participating in employee grievance procedures and the hiring and training of personnel. Due to critical or sensitive function of the office plays an active and ongoing role in the formation and interpretation of department policy.

Typically direct professional and non professional staff in the performance of work necessary to fulfill the mission of the Boone County Jail.

KNOWLEDGE AND SKILLS:

1. Ability to deal with people both inmates of jail and staff.
2. Must have strong communication skills.
3. Ability to fluently read, write, analyze and interpret common scientific, medical, technical journals and financial reports.

MINIMUM QUALIFICATIONS:

A degree related to Corrections or Personnel Management or Business Management.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)