



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Jail Administrator</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Chief Deputy or Sheriff</u>	FLSA: <u>Exempt</u>	DATE: <u>01/24</u>
DEPARTMENT: <u>Sheriff</u>	JOB CODE: <u>201</u>	

SUMMARY:

Under the administrative direction of the Chief Deputy or Sheriff, the Jail Administrator is responsible for planning, organizing, and implementing the operations and programs of the Boone County Jail. The Jail Administrator ensures that all policy, rules, regulations, orders, procedures, and directives are implemented and enforced. The Jail Administrator, or other designee, makes independent decisions or recommendations in the hiring, promotion, transfer, discipline or discharge of Sheriff’s Office employees in accordance with the policy and procedures manuals of the Sheriff’s Office and Human Resources.

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.*

Responsible for ensuring the Sheriff’s Office maintains National Institute for Jail Operations (NIJO) Accreditation.

Oversees and directs the day-to-day operations of the Boone County Jail; coordinates Boone County Jail operations, training, and planning to ensure compliance with all state and federal laws.

Maintains current information as to trends and changes in laws as they apply to the Boone County Jail; develops, proposes, and maintains operating policies and procedures for the Boone County Jail; attends staff meetings and communicates changes in policies and procedures to staff; assists in preparation of the Boone County Jail budget.

Assists with hiring and training of new staff; ensures ongoing training of existing staff; ensures subordinate conformance to the Boone County Jail policies and procedures and takes the necessary steps to improve operations; evaluates performance; evaluates staff problems and takes disciplinary action as appropriate.

Reviews reports, requests, complaints, and grievance forms in order to monitor trends.

Represents the Boone County Jail in meetings with outside agencies. Commands major incidents and emergency situations in the Boone County Jail; develops and modifies emergency operation plans; oversees building projects related to the building.

Strong ability to evaluate research and analytics and prepare reports on topics that could impact the Boone County Jail; ability to monitor and evaluate potential legislative initiatives for impact on the Boone County Jail.

Performs other related duties as assigned.

KNOWLEDGE AND SKILLS:

1. Considerable knowledge of the principles and practices of correctional institutions.
2. Considerable knowledge of the policies and practices of the Boone County Jail.
3. Considerable knowledge of Boone County Human Resources policies and practices.
4. Considerable knowledge of the criminal justice system in the State of Missouri.
5. Considerable knowledge of the court system in the State of Missouri.
6. Considerable knowledge of fire and safety codes.
7. Skill in planning and managing staff.
8. Skill in interacting with people of different social, economic, and ethnic backgrounds.
9. Skill in maintaining objectivity and confidentiality in dealing with detainees.
10. Skill in communicating with detainees and mediating difficult situations.
11. Skill in writing reports and correspondence.
12. Also responsible for the knowledge and skills required of a Detention Captain, to include:
 - a. Good knowledge of the principles and practices of correctional institutions.
 - b. Good knowledge of the policies and practices of the Boone County Sheriff's Office and the Boone County Jail.
 - c. Some knowledge of the criminal justice system in the State of Missouri.
 - d. Some knowledge of the court system in the State of Missouri.
 - e. Skill in interacting with people of different social, economic and ethnic backgrounds.
 - f. Skill in maintaining objectivity and confidentiality in dealing with detainees.
 - g. Skill in communicating with detainees and mediating difficult situations.
 - h. Skills in writing reports and correspondence.
 - i. Good knowledge of the layout of the Boone County Jail (BCJ).
 - j. Good knowledge of the policies and practices of the BCJ.
 - k. Ability to communicate effectively and efficiently with people from all cultural, social, economic, and diverse backgrounds in varying situations.
 - l. Skills in communication with people under temporary or prolonged emotional distress.
 - m. Ability to communicate effectively and concisely, orally and in writing.
 - n. Skills in writing reports and correspondence.
 - o. Strong multitasking skills, along with the ability to prioritize tasks are required.

- p. Knowledge of the policies and practices of the Boone County Sheriff's Office and Boone County Jail.
 - q. Ability to deal professionally and courteously with the public and city and county officials.
 - r. Ability to function efficiently under temporary and prolonged stress and handle several functions simultaneously.
 - s. Ability to monitor, both visually and auditorily, of detainees.
 - t. Ability to receive and relay information accurately.
 - u. Ability to speak clearly, concisely, and accurately over radio and telephone equipment.
13. Also responsible for the knowledge and skills required of a Detention Lieutenant, to include:
- a. Good knowledge of the principles and practices of correctional institutions.
 - b. Good knowledge of the policies and practices of the Boone County Sheriff's Office and the Boone County Jail.
 - c. Some knowledge of the criminal justice system in the State of Missouri.
 - d. Some knowledge of the court system in the State of Missouri.
 - e. Skill in interacting with people of different social, economic and ethnic backgrounds.
 - f. Skill in maintaining objectivity and confidentiality in dealing with detainees.
 - g. Skill in communicating with detainees and mediating difficult situations.
 - h. Skills in writing reports and correspondence.
 - i. Good knowledge of the layout of the Boone County Jail (BCJ).
 - j. Good knowledge of the policies and practices of the BCJ.
 - k. Ability to communicate effectively and efficiently with people from all cultural, social, economic, and diverse backgrounds in varying situations.
 - l. Skills in communication with people under temporary or prolonged emotional distress.
 - m. Ability to communicate effectively and concisely, orally and in writing.
 - n. Skills in writing reports and correspondence.
 - o. Strong multitasking skills, along with the ability to prioritize tasks are required.
 - p. Knowledge of the policies and practices of the Boone County Sheriff's Office and Boone County Jail.
 - q. Ability to deal professionally and courteously with the public and city and county officials.
 - r. Ability to function efficiently under temporary and prolonged stress and handle several functions simultaneously.
 - s. Ability to monitor, both visually and auditorily, of detainees.
 - t. Ability to receive and relay information accurately.
 - u. Ability to speak clearly, concisely, and accurately over radio and telephone equipment.
14. Also responsible for the knowledge and skills required of a Detention Sergeant, to include:
- a. Good knowledge of the principles and practices of correctional institutions.

- b. Good knowledge of the policies and practices of the Boone County Sheriff's Office and the Boone County Jail.
 - c. Some knowledge of the criminal justice system in the State of Missouri.
 - d. Some knowledge of the court system in the State of Missouri.
 - e. Skill in interacting with people of different social, economic and ethnic backgrounds.
 - f. Skill in maintaining objectivity and confidentiality in dealing with detainees.
 - g. Skill in communicating with detainees and mediating difficult situations.
 - h. Skills in writing reports and correspondence.
 - i. Good knowledge of the layout of the Boone County Jail (BCJ).
 - j. Good knowledge of the policies and practices of the BCJ.
 - k. Ability to communicate effectively and efficiently with people from all cultural, social, economic, and diverse backgrounds in varying situations.
 - l. Skills in communication with people under temporary or prolonged emotional distress.
 - m. Ability to communicate effectively and concisely, orally and in writing.
 - n. Skills in writing reports and correspondence.
 - o. Strong multitasking skills, along with the ability to prioritize tasks are required.
 - p. Knowledge of the policies and practices of the Boone County Sheriff's Office and Boone County Jail.
 - q. Ability to deal professionally and courteously with the public and city and county officials.
 - r. Ability to function efficiently under temporary and prolonged stress and handle several functions simultaneously.
 - s. Ability to monitor, both visually and auditorily, of detainees.
 - t. Ability to receive and relay information accurately.
 - u. Ability to speak clearly, concisely, and accurately over radio and telephone equipment.
15. Also responsible for the knowledge and skills required of a Detention Officer, to include:
- a. Good knowledge of the principles and practices of correctional institutions.
 - b. Good knowledge of the policies and practices of the Boone County Sheriff's Office and the Boone County Jail.
 - c. Some knowledge of the criminal justice system in the State of Missouri.
 - d. Some knowledge of the court system in the State of Missouri.
 - e. Skill in interacting with people of different social, economic and ethnic backgrounds.
 - f. Skill in maintaining objectivity and confidentiality in dealing with detainees.
 - g. Skill in communicating with detainees and mediating difficult situations.
 - h. Skills in writing reports and correspondence.
 - i. Good knowledge of the layout of the Boone County Jail (BCJ).
 - j. Good knowledge of the policies and practices of the BCJ.
 - k. Ability to communicate effectively and efficiently with people from all

- l. Skills in communication with people under temporary or prolonged emotional distress.
 - m. Ability to communicate effectively and concisely, orally and in writing.
 - n. Skills in writing reports and correspondence.
 - o. Strong multitasking skills, along with the ability to prioritize tasks are required.
 - p. Knowledge of the policies and practices of the Boone County Sheriff's Office and Boone County Jail.
 - q. Ability to deal professionally and courteously with the public and city and county officials.
 - r. Ability to function efficiently under temporary and prolonged stress and handle several functions simultaneously.
 - s. Ability to monitor, both visually and auditorily, of detainees.
 - t. Ability to receive and relay information accurately.
 - u. Ability to speak clearly, concisely, and accurately over radio and telephone equipment.
16. Also responsible for the knowledge and skills required of a Control Room Officer, to include:
- a. Good knowledge of the layout of the Boone County Jail (BCJ).
 - b. Good knowledge of the policies and practices of the BCJ.
 - c. Ability to communicate effectively and efficiently with people from all cultural, social, economic, and diverse backgrounds in varying situations.
 - d. Skills in communication with people under temporary or prolonged emotional distress.
 - e. Ability to communicate effectively and concisely, orally and in writing.
 - f. Skills in writing reports and correspondence.
 - g. Strong multitasking skills, along with the ability to prioritize tasks are required.
 - h. Knowledge of the policies and practices of the Boone County Sheriff's Office and Boone County Jail.
 - i. Ability to deal professionally and courteously with the public and city and county officials.
 - j. Ability to function efficiently under temporary and prolonged stress and handle several functions simultaneously.
 - k. Ability to monitor, both visually and auditorily, of detainees.
 - l. Ability to receive and relay information accurately.
 - m. Ability to speak clearly, concisely, and accurately over radio and telephone equipment.

PHYSICAL DEMANDS:

Most of the work is performed in a professional office setting and is generally sedentary; however, the Jail Administrator should have the ability to react to physical confrontations and emergency situations quickly and effectively.

May be required to perform tasks of dexterity and agility after running moderate distances; see and recall visual details; hear and understand speech and radio transmissions; perform multiple physical tasks simultaneously.

Drive an automobile; qualify with a department authorized firearm and defensive weapons; wear required uniform articles and safety equipment for extended periods of time; wear and use a respirator; communicate clearly in person and via a police radio and/or phone.

Position requires CONTINUOUS standing and sitting for long periods of time; FREQUENT bending, reaching, kneeling, and crouching; climbing up and down stairs; lifting and carrying 75 pounds; dragging up to 150 pounds.

WORK ENVIRONMENT:

This position regularly operates in a professional environment and is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

Employees risk physical hazard from violence, aggressive and hostile people, a variety of weapons, noise, stress, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs, and drug paraphernalia; risk of civil litigation due to the performance of duties.

Work may be performed in various settings and weather conditions (e.g., extreme temperatures and precipitation).

Duties are generally performed on an assigned shift, but the Detention Captain may be called upon to continue assigned duties or special work assignments on other shifts and/or at such times as directed to best contribute to the efficient and effective operations of the jail.

May be required to wear uniform or plain clothes in performance of assigned duties.

Position requires the ability to work overtime when necessary, as well as the ability to work different shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS:

- Must meet the minimum qualifications for the position of Detention Captain.
- Must possess a valid class A or B Missouri Peace Officer License or current enrollment in a police academy.
- Minimum of five (5) years' experience in a correctional facility, including three (3) years in a management role.
- Demonstrated administrative ability and leadership.
- No written reprimands in the previous two (2) years.
- Must pass a pre-employment drug screen as well as physical and psychological examinations.

- Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skills that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skills may change at any time with or without notice.