



Rio Arriba County **VACANCY NOTICE**

JOB TITLE: DETENTION CENTER ADMINISTRATOR

Department: Rio Arriba County
Adult Detention Center

Division: Detention

Hourly: Per Salary Schedule

Position Status: Full-Time

FLSA Status: Exempt

Closing Date: September 16, 2022

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under general supervision of the County Manager or designee, the Detention Center Administrator/Officer will coordinate the administration and care of inmates to maintain organization and control of the Rio Arriba County Adult Detention Facility (Detention Facility) located in Tierra Amarilla, New Mexico. This position requires regular, accurate and timely information related to daily operations of the Detention Facility to County Management. Monitors inmate administration to ensure treatment and procedures meet all standards. The Detention Administrator/Officer is the front-line supervisor responsible for maintaining clean, safe and orderly operation of the facility. This position requires managing personnel, budgets and buildings. Duties include hiring, training and supervising correctional officers to ensure enforcement of rules and humane treatment of inmates. Other duties entail facility inspections and strategic planning. Policies and procedures of the facility are reviewed to ensure compliance with all local regulations, as well as state and federal laws.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties responsibilities and activities may change at any time with or without notice.

Essential Job Functions:

- Oversee, plan, coordinate and evaluate the effectiveness and efficiency of the Rio Arriba County Adult Detention Center and will formulate programs and/or policies to alleviate deficiencies.
- Plan, direct and coordinate, through subordinate level managers, the detention facility's work plan; assign project and programmatic areas of responsibility; review and evaluate work methods and processes.
- Interpret departmental policies and procedures and review current and proposed programs in adherence to all county policies, federal and state mandates.

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810
Española Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*

- Oversee the yearly operational budget for the Detention Facility; responsible for presenting and justifying the department budget before the County Commission; responsible for ensuring fiscal accountability for all budget expenditures.
- Ensure activities for the department are performed in accordance with all applicable laws, regulations, policies and procedures.
- Assume management responsibility of all departmental services and activities including but not limited to; employee training, staffing levels, inmate records, inmate transfers, inmate medical appointments and/or travel, security, adequate inmate health and mental health treatment.
- Update, implement and write program changes to improve jail functions and services; review policies and procedures on a regular basis to ensure compliance with new mandates.
- Establish and maintain an effective system of communication throughout the organization and with other law enforcement agencies, the courts, other jail facilities and the public.
- Responsible for the inspection and maintenance of the facility and other adjacent properties ensuring the safety of all employees and inmates.
- Conduct employee briefings and meetings with staff on a regular basis.
- Act as a primary liaison with agencies (e.g. Rio Arriba Sheriff's Department, Police Department, State Police, Probation and Parole, Bureau of prisons, etc.) to build positive working relationships and ensure the department is interacting with the community.
- Ensure the development, communication, implementation and training of Rio Arriba County's Emergency Operations Plan (EOP). Authorize the execution of the EOP, directing and ensuring adequate resources are provided to best protect residents, employees and property of the County's jurisdiction.
- Ensure safety and security of the facility, employees and all prisoners in custody.
- Review case management documentation to include maintaining necessary paperwork to track progress, daily and general logs, visitor records and other related documentation.
- Coordinates, through subordinate level managers, the departments work plan.
- Performs and presents studies and informational presentations. May present to the County Commission and/or County management.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort.
- Performs other duties as assigned or required.

Knowledge / Skills:

- Ability to use sound judgment when dealing with stressful situations
- Understanding of best management practices and standard operating procedures related to detention facility management.
- Knowledgeable of public and business administration principles
- Knowledge of the fundamentals of supervision and the ability to coordinate and supervise staff; provide leadership and direction.
- Skill in planning, scheduling, directing, supervising and reviewing the performance of staff, projects or contract in an effective manner.
- Skilled at interacting with diverse groups of people and individuals.
- Ability to act in an independent and conscientious manner using sound judgment.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

- High School Diploma
- An Associate's degree in criminal justice, social science, public administration, business management or a related field, or at least six (6) years of increasingly responsible work experience in the correction field, with at least ten (10) years of direct management/supervisory experience within a corrections facility.
- Knowledge of and experience in the operations, services and activities of a comprehensive corrections and detention program.
- Knowledge of the principles and practices of the criminal justice system, law enforcement, modern booking procedures, corrections and detention theory and practice.
- Knowledge of correctional institution security and inmate security practices, occupational hazards and standard safety practices.
- Knowledge of program development and administration, and budget preparation and management.
- Knowledge of pertinent federal, state, and local codes, laws, and regulations and the ability to interpret and apply them.
- Ability to make sound judgments and use discretion in applying and interpreting department policies and procedures; and in planning, assigning, directing and evaluating the work of other employees.
- May require skill in the use and care of weapons, including firearms.
- Skill in restraint and self-defense tactics.
- Skill in the techniques of obtaining information through interrogation, investigation and observation.
- Ability to analyze and assess reports, programs, policies and operational needs and make appropriate adjustments, and to assist in the development and administration of department goals, objectives and procedures.
- Ability to analyze hazardous situations in a rational, mature and confident manner and to act effectively; to remain calm and effective under stressful situations.
- Ability to prepare clear and concise administrative reports.
- Ability to analyze problems, identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals.
- Ability to establish and maintain effective relationships with staff, subordinates, County officials, and the general public.
- Successful completion of thorough background investigation, including FBI fingerprint check. Must not have been convicted of a felony].
- Shall have and maintain a valid New Mexico driver's license.

Working Conditions:

Work is performed fast paced detention facility environment with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. Work is performed in facilities within Rio Arriba County Detention Facility located in Tierra Amarilla, NM. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours is required as well as travel and attendance at meetings. Must be available and to provide customer support 7x24x365 in the event of County emergencies.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810
Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*

- Maintain and enhance the county's commitment to customer service excellence.

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment drug and alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to JobApplications@rio-arriba.org