

DEPARTMENT: SHERIFF'S DEPARTMENT
CLASSIFICATION: FLSA Status: Exempt/Executive & Administrative 8/12/2011
APPROVED: NON-COMPETITIVE NYSCSC APPROVED 1/15/2013
MARCH 11, 2019

CHIEF JAIL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a confidential and policy-influencing administrative position involving responsibility for the safe and efficient operation of the Niagara County Jail, including the security and well being of inmates, supervision of staff, development of goals and objectives, and preparation of the budgets. The incumbent is responsible for planning and directing all administrative, operating and program functions in the Jail. The work is performed under the direction of the Sheriff or Undersheriff. The incumbent exercises independent judgment in carrying out the details of the job in accordance with established laws, policies, and procedures and exercises direct and indirect supervision over all Jail staff. Does related work when required.

TYPICAL WORK ACTIVITIES:

1. Oversees the operation of the jail including the commissary, kitchen, medical, contract and support service agreements to ensure that all governmental rules, regulations and minimum standards for jails are complied with as set forth by the regulating agencies including the New York State Commission of Corrections (NYSCOC);
2. Establishes and revises strategic and operational policies, programs and regulations to provide for the effective and efficient management and operation of the Niagara County Jail which includes meeting with appropriate personnel to establish policies and guidelines;
3. Participates in recruitment, hiring, training and evaluation of jail staff and conducts jail staff meetings;
4. Establishes appropriate policies and programs to provide for effective care of the inmate in such areas as health, hygiene, food, personal problems, legal rights, necessary transportation, etc.;
5. Manages personnel and addresses union matters;
6. Prepares annual budget subject to the administrative approval of the Sheriff, secures appropriate budgetary funding and monitors the budget for jail and corrections programs;
7. Meets with staff, citizen groups, politicians, volunteer agencies and other governmental agencies and departments to establish recreation, training and rehabilitation programs for inmates held within the facility;
8. Reviews and takes appropriate action on inmate complaints and requests;
9. Coordinates inspections of jail facilities and grounds;
10. Reviews inmate disciplinary hearings for facility violations as mandated, approves sanctions for such violations, and acts as the Administrative Officer on all appeals;
11. Prepares and maintains a variety of records and reports and submits required reports to the NYSCOC in a timely manner;
12. Supervises operations by issuing orders and disseminating required information to correctional staff to ensure a secure facility at all times;
13. Adapts and develops practices for security, inmate custody and control in response to changing situations in the facility;
14. Develops a plan for media relations, public information and public education;
15. Plans and coordinates the use of information management systems within the facility.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and current trends in criminal justice and corrections facility administration; good knowledge of Federal, State and County laws and regulations relating to the operation of a correctional institution including NYSCOC minimum standards, NYS Penal Law, Correction Law and Criminal Procedure Law as they relate to a county jail; good knowledge of modern principles and practices of administration and organization including budgeting, accounting, and personnel; working knowledge of criminal behavior, its causes and treatment; ability to assign and supervise the work of others in a manner conducive to full performance and high morale; ability to gain the confidence and cooperation of others; ability to read and understand various laws, rules and regulations related to county jail administration; ability to communicate effectively, both orally and in writing; ability to deal effectively with prisoners during periods of emotional disturbance and physical violence; ability to establish and maintain cooperative relationships with staff, law enforcement agencies, elected and appointed officials, community leaders and the criminal justice community; ability to take charge and determine appropriate action in emergency situations; ability to function in a stressful environment; ability to establish and maintain good working relationships with other agencies; resourcefulness; initiative; integrity; sound professional judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency **and** ten (10) years of full-time paid experience in a correctional facility. Six (6) years of the required experience must have been in a supervisory capacity and three (3) years of which must have been at the rank of Lieutenant or higher.