

**JOB DESCRIPTION**  
**MARSHALL COUNTY, ALABAMA**

**JAIL ADMINISTRATOR**

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**JOB GRADE: 16**

**JOB CODE: 980**

Department: Sheriff's  
Reports To: Chief of Operations  
Date: August 2015  
FLSA: Exempt  
DOT Ref: 187.117-018

**JOB DESCRIPTION**

Oversee the day to day, efficient operation of a medium size county jail in accordance with appropriate laws and regulations. This includes housing, feeding, clothing, medical care, recreation, safety, and education of inmates, participating in the hiring, training, and supervision of a staff of 30-50 employees responsible for the oversight of inmates, and assisting with the preparation and administration of a budget for jail operations.

**ESSENTIAL JOB FUNCTIONS**

- A. Assure that the jail is operated in accordance with modern correctional procedures, and in accordance with all local, state, and federal laws and regulations related to corrections and jail operation:
1. Prepare and recommend policies and procedures to assure that a high level of security is maintained in order to protect inmates, jail personnel and the public.
  2. Supervise distribution of inmates' mail to guarantee delivery of personal and legal mail and packages, and ensure that it is free of contraband.
  3. Oversee and monitor the work of trustees.
  4. Oversee the transportation of prisoners to other facilities as needed.
  5. Attend meetings of professional organizations and professional training and seminars in order to stay abreast of current trends in corrections.
  6. Assure that the facility, including the kitchen, is operated in accordance with fire and health standards and regulations.
  7. Respond to inmate grievances and ensure that hearings are conducted in accordance with Alabama laws.
  8. Manage all ordering related to the jail and maintain inventory.
- B. Supervise the jail staff and participate in the hiring process:
1. Prepare work schedule for the Correctional Officers and Correctional Sergeants.
  2. Approve leave for sickness and vacation for jail personnel.
  3. Evaluate job performance of Corrections Sergeants and review ratings prepared by other supervisory personnel.
  4. Recommend career development initiatives and training for jail staff, as appropriate.
  5. Participate in the hiring of new personnel by sitting in on interviews and making recommendations.
  6. Oversee and direct on the job and formal training of new employees, assuring that they learn policies and procedures and obtain the required certification.

**ESSENTIAL JOB FUNCTIONS (Continued)**

7. Document substandard performance in writing and note all counseling with subordinates.
  8. Recommend appropriate disciplinary action for employees who have violated policies and procedures, or who are not performing at an acceptable level.
  9. Review classification of inmates.
- C. Maintain records and prepare reports:
1. Maintain daily population records, including number, race, sex, age, and crimes and report the information in accordance with established procedures.
  2. Maintain information on individual inmates, such as medical and dental records, court records, commitments, and transfers.
  3. Maintain inventory of all equipment.
  4. Maintain financial records pertaining to expenditures and budget.
  5. Maintain routine personnel information for jail staff, such as date of employment, training records, etc.
  6. Review jail incident tapes and reports.
- D. Communicate with the Operations Commander, Sheriff, State Department of Corrections, departmental personnel, inmates and the public to provide information and establish good relations with the public:
1. Answer question of inmates regarding court procedures, jail procedures, visitors, etc.
  2. Provide information and assistance to inmates, family and friends of inmates, and visitors, as needed.
  3. Speak to groups to provide information on corrections, jail operations, etc. and answer questions.
  4. Conduct tours of the jail, as needed.
  5. Answer questions and assist subordinates as needed.
  6. Communicate with Alabama Department of Corrections regarding state sentenced inmates.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Standard Operating Procedures Manual.
- Knowledge of the principles and practices of management and supervision.
- Knowledge of the proper use of handcuffs and mace.
- Knowledge of business English.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of modern correctional practices and procedures.
- Knowledge of the federal, state, and county rules, regulations, policies, and laws related to the operation of jails.
- Knowledge of the principles of communication.

**KNOWLEDGE, SKILLS AND ABILITIES (Continued)**

- Ability to communicate technical information and ideas clearly and effectively both orally and in writing.
- Ability to train and oversee training of subordinate personnel.
- Ability to generate records, and reports efficiently using a computer and calculator.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
- Ability to prepare clear concise reports and make appropriate recommendations.
- Ability to understand and interpret laws, policies and procedures related to jail operation, and take appropriate action based on those regulations and procedures.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, and other government officials.
- Ability to delegate duties and assignments in order to achieve objectives.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree in criminal justice, political science, or closely related field plus five (5) years of experience in corrections or law enforcement, or an equivalent combination of education and experience.
- Supervisory experience and/or certification by the Peace Officers Standards and Training Commission preferred.

**This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**