

# ANDROSCOGGIN COUNTY GOVERNMENT

## CORRECTIONS DIVISION

### JOB DESCRIPTION

**TITLE: Assistant Jail Administrator**

#### QUALIFICATIONS:

1. 5 years of experience in the field of Corrections required.
2. Bachelor's degree in Criminal Justice or related field desirable, but not required.
3. MCJA Certified Instructor desirable, but not required.
4. Sufficient physical ability to meet the Department's essential functions.
5. Such alternatives to the above qualifications as the Commissioners and Sheriff may, in their discretion consider equivalent, appropriate and acceptable.

#### REPORTS TO:

Jail Administrator

#### SUPERVISES:

Shift Supervisors, Classification Specialist, Programs Director, Training Director and Jail Chef.

#### MAJOR JOB RESPONSIBILITIES:

1. Must be proficient in all areas of the corrections Officer Job Description "Major Responsibilities".
2. Will ensure that all Maine Jail Standards, Operational Procedures, Post Orders, Legal Documentation and Collective Bargaining Agreement(s) are adhered to by all staff members.
3. Provides leadership through direction, instruction, encouragement and discipline to staff in the performance of their duties and responsibilities.
2. Must be familiar with Androscoggin County Jail's use of force policy and act appropriately and responsibly in assessing, directing and using restraints and OC.
6. Required to obtain and maintain MCJA Instructor Certification.
7. Must be knowledgeable of, abide by and enforce Androscoggin County's Standards of Conduct, Code of Ethics, Policy & Procedures and Personnel Policy.
8. Required to attend all mandatory training and maintain MCJA Corrections Certification.
9. Direct scheduling of shift assignments to all full time and part time staff.
10. Ensure that adequate staffing levels are maintained in accordance with ACJ's staffing analysis.
11. Periodically reviews jail logs and records to ensure all documentation requirements are adhered to.
12. Conducts weekly facility inspections to identify sanitation and maintenance needs. Ensures all maintenance requests are forwarded to maintenance personnel and are acted upon in a timely manner.

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13. Acts as the first line human resources manager for all staff.
14. Provides progress reports and performance evaluations on each assigned staff member as directed by the Jail Administrator.
15. Demonstrate the proper demeanor and technique to communicate verbally in an effective manner with all staff, offenders and community.
16. Must be knowledgeable of Shift Supervisor, Classification Specialist, Training Director and Programs Director major responsibilities and duties.
17. Will supervise the Shift Supervisors, Programs Director, Classification Specialist, Training Director and Jail Chef to ensure compliance with Maine Jail Standards, Policy & Procedures and Maine Statutes.
18. Conduct Supervisory and Command Staff meetings at least once per month.
19. Assists the Jail Administrator in the preparation of the annual budget.
20. Acts as the chair person for the inmate grievance and appeal boards.
21. Will seek and attend available Upper Level Management Training opportunities.
22. Responds to and takes command of facility emergencies in accordance with Androscoggin County Jail Policy and Procedures.
23. The Assistant Jail Administrator is responsible for working at the discretion of the Sheriff and Chief Deputy.