



Job Title:	<b>Assistant Director of Detention Center</b>	Requisition #:	2k17-10-54
Department:	<b>Detention Center</b>	Status:	<b>Classified</b>
Revised Date:	<b>9/18/2017</b>	Job Code:	<b>7012</b>
Union Code:	<b>Non-represented</b>	Handles Confidential Info:	<b>Yes</b>
First Day to Apply:	<b>10-11-2017</b>	FLSA:	<b>E</b>
Last Day to Apply:	<b>Open Until Filled</b>	Work Schedule:	<b>Varies</b>
		Entry Wage:	<b>30.64</b>

**GENERAL PURPOSE:** Under general direction, plans, directs, coordinates and administers the daily administrative service functions and activities of the detention facility; responsible for personnel and human resource related matters for all detention center staff; oversees, directs, and assists in the development, training, recognition, morale, retention and proper discipline of all employees; serves as Commander of the Detention and/or Critical Incident Unit Team when necessary; and performs other duties as assigned. Provides for the humane detention of inmates in a safe, secure environment according to the standards of the New Mexico Adult Detention Professional Standards, Federal Performance-Based Detention Standards, and the Prison Rape Elimination Act, and; performs other administrative support functions as directed by the Detention Director.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor's Degree in Criminal Justice, Law Enforcement, Business Administration, or related field and six years of demonstrated detention/corrections or law enforcement experience, three years of which are in a management/supervisory capacity that includes demonstrated experience and responsibility in staff supervision, program administration, personnel matters, security, conflict resolution, court related issues, and training in an adult detention facility; OR an equivalent combination of education and experience. Experience working within an adult detention/corrections facility that housed federal inmates and knowledge of the most current and relevant standards of the American Correctional Association, or American Jail Association, or similar association is highly desirable.

**Required Licenses or Certifications:**

- Valid New Mexico Driver's License
- Other licenses and certifications may be required within a specified time period after hire.

**Other Requirements:**

- Must pass a background investigation to include criminal history, employment references, credit history, verification of US citizenship, and pre-employment interview in accordance with Federal Performance-Based Detention Standards (FPBDS) A.9.3.a through e; and Sandoval County Detention Center Standard Operating Procedures (SOP) Part 1/C108, Chapter: Personnel, Subject: Employment Process / Background Investigations, PROCEDURES Pre-Employment, 2. Through 6.
- Must pass a pre-employment drug and alcohol screening in accordance with (FPBDS A.9.3.f) and Sandoval County Detention Center Standard Operating Procedures (SOP) Part 1/C108, Chapter: Personnel, Subject: Employment Process/Background investigations, Procedures Pre-employment , 7.
- Pre-employment physical (FPBDS A.9.4 and 4-ALDF-7B-04).

## **JOB DESCRIPTION**

### **Assistant Director of Detention Center**

This position is subject to random alcohol and drug testing in accordance with Sandoval County Personnel Rules and Regulations Article XIII Drug and Alcohol Policy and Testing- Drug Free Workplace; and Sandoval County Detention Center Standard Operating Procedures (SOP) Part 1/C108, Chapter: Personnel, Subject: Employment Process / Background Investigations, PROCEDURES Post-Employment,1.

This position is subject to bi-annual background checks in accordance with Sandoval County Detention Center Standard Operating Procedures (SOP) Part 1/C108, Chapter: Personnel, Subject: Employment Process / Background Investigations, PROCEDURES, Post-Employment, 4.; and FPBDS A.9.6 (periodic).

### **SUPERVISION RECEIVED AND EXERCISED:**

Position reports to the Director and exercises supervision over lower level staff.

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

- Plans, directs, coordinates, and reviews the work of assigned staff; assigns tasks and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains and motivates staff; coordinates and/or provides staff training; and manages employee relations; manages the workflow and prioritization of projects and measures the performance of the assigned unit/area and all related staff and takes appropriate corrective action when necessary; provides general advice and counsel to staff; assists with and/or develops developmental work plans for staff; and recommends corrective actions, discipline and termination procedures as appropriate/necessary.
- Responds to calls in event of an emergency and may serve as commander or team member of the facility's critical incident unit.
- Directly responsible for personnel related human resource matters within detention including coordinating and managing the recruitment, interviewing, and background check process for prospective employees; reviews all prospective employee information and makes decisions or recommendations whether or not to employ them.
- Oversees all procedures relating to inmates and all services provided to inmates including medical and mental health services; consults with supervisors regarding various services afforded to inmates as needed.
- Rotates "on-call" status with other administrative members to assist on-duty supervisors.
- Assists the Director of Detention Center in conducting research for budget preparation and with developing and implementing policies and procedures to control costs and increase efficiency.
- Assists the Director of Detention Center in writing and updating policies and procedures and in negotiating contracts.
- Directly responsible and oversees the "Employee of the Month" program for all staff; assists in interviewing nominees for award and in making the selection of the award on a monthly basis.
- Reads, configures and/or inputs data into computer including, but not limited to booking statistics, budget information, payroll information, and personnel records.
- Supervises and oversees the court liaison functions in all inmate court related matters; maintains and attains records or materials for current legal matters; appears in court to testify regarding legal matters as required.
- Makes daily rounds of the facility to ensure cleanliness and adherence to existing state and federal laws, Federal Performance Based Adult Detention Standards and the New Mexico Adult Detention Professional Standards, coordinates training drills and programs for detention officers and support staff; coordinates with Human Resources for the scheduling of county level training.
- In the absence of the Director, serves as the Acting Director of the Detention Center.
- Performs other related duties as assigned.

## **JOB DESCRIPTION**

### **Assistant Director of Detention Center**

#### **Required Knowledge of:**

- Operational characteristics, services, and activities of administrative services functions within a correctional/detention center, including all current and relevant business/industry principles and practices related to work assigned.
- ACA standards; Federal Performance Based Adult Detention Standards and the New Mexico Adult Detention Professional Standards.
- Sandoval County personnel rules and regulations, New Mexico Employment Laws, Federal Employment Laws, Sandoval county attendance policy, Sandoval County Sexual Harassment Policy, Detention standard operating policies and procedures, and New Mexico state criminal and traffic laws.
- Other service disciplines which typically interact with corrections, (i.e., prisons, probation, courts, district attorney, public defender, law enforcement agencies).
- Principles and procedures of inmate classification (e.g., custody designation, custody level, specialized housing, program assignments, special management) to provide a systematic process for the programming, housing custody designation and assignment decisions used in the safe and secure management of special management inmates.
- Methods used to manage and discipline inmates to ensure due process rights are afforded and procedural requirements are in compliance with departmental procedures as well as State laws and SCDC Policies.
- Various prison and street gangs, gang behavior and the threat of gang action in an institutional setting in order to designate inmate programming, housing and assignments and maintain orderly operation of the facility and the safety of staff, inmates and the public.
- The Prison Rape Elimination Act (PREA) Standards and compliance.
- Restrictive Housing Standards as they apply to special management inmates.
- Sound detention principles and practices and the concepts of community services and facilities for adults.
- Conflict Resolution.
- Crisis Intervention.
- Development of training programs, techniques and methods and adult learning theory.
- Implementation of emergency plans and emergency situation assessment.
- Supervision of inmates and search, transportation, and restraint procedures.
- State and national adult correction codes and court systems.
- A variety of software packages relevant to the department and assigned work.
- Research methods and report presentation.
- Effective communication principles and practices including oral and written communication; to include public relations and public speaking.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- Principles and practices of governmental budget administration and monitoring.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Principles of supervision, training, and performance evaluation.
- A working knowledge of change management science and processes specifically related to organizational culture is highly desirable.

#### **Required Skill in:**

- Following component orders and the executive direction of the facility director.
- Applying the most current and relevant correctional center principles, practices, methods, and techniques.
- Analyzing situations, detecting problems, establishing and accurately documenting facts, and creating corrective action planning.
- Analyzing policy and making effective decisions.
- Learning and effectively utilizing required work procedures and applying relevant regulations.

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**Assistant Director of Detention Center**

- Handling multiple tasks and prioritizing effectively; meeting deadlines and working under high demand/stressful conditions.
- Responding to emergencies or stressful situations calmly, quickly and decisively.
- Dealing impartially with individuals of various socioeconomic, ethnic and cultural backgrounds.
- Resolving conflicts.
- Delegating authority and supervising the activities of others.
- Maintaining accurate and complete records and reports.
- Developing and conducting training programs associated with assigned area of responsibility.
- Working with equipment, tools, and materials required in area of assignment.
- Applying project planning and management techniques and principles.
- Communicating effectively verbally and in writing, including public relations, public speaking, and media responses.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Effectively utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Developing, interpreting and administering compliant standard operating policies and procedures (SOPs) sufficient to administer, discuss, resolve, and explain them.
- Supervising, leading, and delegating tasks and authority.

**Physical Demands / Work Environment:**

- Work is performed in a standard office/detention center environment.
- Essential and supplemental functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time, stooping, and lifting books or files of approximately 25 pounds or less.
- Work frequently involves extended periods of time viewing a computer monitor and operating a keyboard.
- Work regularly requires speaking, hearing and utilizing a phone, calculator, cell phone, copier or fax machine.
- Occasionally may be exposed to potential physical harm, hazardous chemicals, and infectious disease when working in and/or dealing with inmates in the detention center environment.
- Operates a County vehicle as necessary to attend meetings, training and perform related job duties.

I \_\_\_\_\_(Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**JOB DESCRIPTION**  
**Assistant Director of Detention Center**



**Sandoval County  
CERTIFICATION OF VETERAN'S STATUS**

**TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION**

*The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.*

*A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.*

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE; _____
I AM APPLYING FOR (Position Title): _____	

**PLEASE COMPLETE THE FOLLOWING:**

1. Have you ever served in the United States Military, National Guard or Reserve?  YES  NO
2. Did you receive an honorable discharge?  YES  NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training?  YES  NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date