

**TITLE: JAIL ADMINISTRATOR**  
**DEPARTMENT: ATASCOSA COUNTY JAIL**  
**REPORTS TO: CHIEF DEPUTY AND SHERIFF – THROUGH CHAIN OF COMMAND**

**GENERAL DESCRIPTION**

*This position is responsible for managing a 250-bed Adult Detention Center and the holding area at the Justice Center, an extension of the jail, to ensure it is safe, secure, and efficient, and to supervise up to 60 uniformed and civilian employees. The Jail Administrator exercises considerable independent judgment and initiative within the established policies.*

**ESSENTIAL RESPONSIBILITIES AND DUTIES**

- 1 Responsible for all jail operations including but not limited to, security, booking, housing, classification, laundry, banking, commissary, property, inmate release, records, inmate grievance, inmate discipline, and inmate services.
- 2 Responsible for training and evaluating uniformed and civilian employees, including timekeeping, attendance, performance evaluations, promotions, and discipline.
- 3 Responsible for developing, implementing, and managing all levels of staff utilization and workforce effectiveness; and directing the operation of the Adult Detention Facility within the scope of the approved budget.
- 4 Responsible for the fiscal status of the operations of the Adult Detention Center.
- 5 Prepare the annual budget for the Adult Detention Center for the next fiscal year for the Sheriff's review.
- 6 Manage operations in adherence to all rules and regulations and policies of the Adult Detention Center, Atascosa County Sheriff's Office and applicable local, State and Federal laws.
- 7 Manage all aspects of contracted services in the Adult Detention Center including inmate housing, inmate food service, inmate commissary service, and inmate health service.

**ADDITIONAL RESPONSIBILITIES**

- 1 Special Projects as may be assigned.
- 2 All other duties as assigned

**EDUCATION REQUIREMENTS**

- Must possess or be able to obtain a certification as an Intermediate Texas Jailer by TCOLE.
- Must have completed the TCOLE New Supervisor Course, course #3737, the Jail Administrator Examination TCOLE Course #301, and the Jail Administration TCOLE course #3514.
- Must have 5 years experience working in a jail environment regulated by the Texas Commission on Jail Standards.
- Must possess a valid Texas Driver's License.

**EXPERIENCE AND SKILLS**

Must have the knowledge of the principles and practices of business management, public administration, and jail administration.

Must have knowledge of the principles and practices of management and supervision in order to effectively operate a division within the Sheriff's Department.

Must have knowledge of pertinent federal, state, and county laws and codes; knowledge of the principles and practices of budget formulation and execution in order to plan for and oversee the financial operation of a division.

Must have knowledge of good personnel (human resources) management in order to effectively deploy human capital.

Must possess skills in creating and maintaining effective working relationships both within and outside the Sheriff's Office; and skill in communicating with federal agencies such as the Marshals Service and ICE.

A working knowledge of National Detention Standards is a plus.

Must have:

- ability to lead and retain motivated employees;
- ability to make verbal and written presentations in a clear and concise manner;
- ability to plan and organize manpower and financial resources into an effective and efficient organization;

- ability to evaluate situations, based on training and experience, and make good decisions; and
- ability to establish and maintain effective working relationships with subordinates, co-workers, other County employees, Department/Division Heads, Elected/Appointed Officials, outside agencies and the general public.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Must meet the physical requirements to include occasional lifting/carrying of 5-10 lbs.; visual acuity, speech, and hearing; and hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Other essential functions would require candidates to walk, sit, stand, bend, and reach. Must be capable of significant physical exertion, including running, standing, and walking for extended periods. Must be able to manually restrain individuals and, if necessary, engage in combat to maintain facility security.

#### **SPECIAL CONDITIONS**

Must pass a psychological examination and a criminal background check. May be required to work in adversarial situations.

**FLSA/On-Call Status:** This position is considered “**Engaged to Wait,**” and the appointee must remain available for on-call status.

Must reside within a 40-mile radius of the Atascosa County Sheriff’s Office. Must move within the designated boundary within 90 days of employment if not currently within the designated area. A county vehicle will be provided to those who reside within the county.