

Los Alamos County

Job Description and Classification



LOS ALAMOS

JOB TITLE:	Deputy Detention Administrator
JOB CODE:	432
CLASSIFICATION:	Exempt
DEPARTMENT/DIVISION:	Police/Detention
SUPERVISOR:	Detention Administrator or designee

Position Summary:

Under general supervision of the Detention Administrator or designee, assists in supervising the day-to-day operations of the Detention facility; supervises, schedules, trains, evaluates and assists with employee relations, and assures that operations are following federal, state, and local laws and regulations. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time.

Essential Duties and Responsibilities:

- Plans and oversees the operations and staff of the Detention facility; prioritizes and assigns tasks and projects; develops recommendations for updates of administrative policies and procedures in compliance with local, state, and federal laws.
- Conducts ongoing review of policies, practices, and procedures to ensure compliance with changing laws and regulations.
- Oversees all Detention services and activities such as inmate records, inmate transfers, inmate medical appointments and travel, security, adequate inmate health and mental health treatment.
- Prepares proper documentation for all Detention activities and ensure records are maintained.
- Reviews and responds to all inmate requests and grievances.
- Conducts investigations and prepares reports.
- Ensures that standards and rules for staff and detainees are followed in conducting day-to-day activities.
- Supervises personnel, including recommendations for hiring, performance evaluation, training, coaching, work allocation, and problem resolution.
- Participates in personnel decisions, such as interviewing applicants, hiring decisions, discipline, and corrective action. Prepares performance evaluations.
- Conducts disciplinary hearings and administers disciplinary actions that result from the hearing.
- Monitors conduct of inmates, according to established policies, regulations, and procedures, to prevent escape or violence.
- Participates in ad hoc inspections.
- Coordinates inmate transport.

- Oversees, evaluates and updates training to meet changing goals and priorities. Maintains and updates training records to ensure all staff are current in required licenses and certifications.
- Point of contact for coordinating all employee travel and training, including arranging travel advances and reimbursements.
- Makes recommendations for policy changes. Assists in communicating revisions to staff and assists in training them in applying rule changes. Ensures departmental programs are in adherence to all county policies, federal and state mandates.
- Maintains an effective system of communication within the Detention Center and with other law enforcement agencies, the courts, other Detention facilities and the public.
- Ensures that the Detention facility is operable and coordinates with the County Facilities Division for any maintenance or repair needs.
- Holds bi-annual meeting with Detention Sergeants to address any proposed changes or requests for Bureau improvement.
- Maintains and promotes quality public relations and public education.
- Serves as a liaison with local and interstate agencies.
- Takes appropriate action in the development of a team effort to accomplish required tasks and assignments.
- Demonstrates commitment to the county and department vision, mission, and core beliefs.
- Assists in developing and maintaining department goals and objectives.
- Assists in meeting accreditation standards.
- Always demonstrates honesty in his or her official capacity.
- Maintains confidentiality of all information.
- Performs other duties as required.

Minimum Qualifications:

- Associate's degree from an accredited college or university, or equivalent combination of education and work-related experience.
- Four years' experience as a Detention Officer, two of which must have been with the Los Alamos Police Department. If external, must have five years of experience as a Detention Officer.
- Must be twenty-one years of age.
- Must possess and maintain the Corrections Officer/Detention Officer certification in accordance with New Mexico Adult Jail Standards.
- Must possess, or ability to obtain within first thirty days of employment and maintain a valid New Mexico Class D driver's license.
- Must be able to be certified to carry firearms through the Los Alamos County Police Department Range Course within six months of hire and maintain thereafter.
- Successful completion of thorough background investigation, including FBI fingerprint check.
- Successful completion of the pre-employment physical and psychological exam prior to commencing work.
- Successful completion of pre-employment drug screening and subsequent random drug and alcohol screening while employed.
- Must not have been convicted of a felony or other crime involving moral turpitude.

Preferred Qualifications:

- Bachelor's Degree from an accredited college or university in Public Administration, Criminal Justice, or related field.
- Supervisory experience.

Knowledge, Skills, and Abilities:

- Knowledge of customer service standards and procedures.
- Knowledge of state and federal laws as they relate to jail inmates, and Detention facilities.
- Knowledge of Detention facility policies and procedures.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, financial systems, and presentation software (such as PowerPoint).
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in recognizing emotional conditions that may be life threatening to residents.
- Skill in operating booking equipment, including cameras and fingerprinting equipment, typewriters, computer data entry programs, and standard weapons and security hardware.
- Ability to supervise and train employees, including development, performance maintenance, organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to communicate effectively, both verbally and in writing.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to analyze and solve problems.
- Ability to make administrative and procedural decisions.
- Ability to verify data input and correct errors and to format and generate reports.
- Ability to be trained and apply defensive tactics, pepper ball gun, or Oleoresin Capsicum spray, and baton.
- Ability to be trained, meet, and maintain proficiency for issued weapons.

Physical Demands:

While performing the duties of this job, the employee routinely uses a full range of mobility in upper and lower body; reaches overhead; works in various positions, including stooping, standing, bending over, sitting, kneeling, and squatting for extended periods of time. The employee must be able to lift, pull and push materials and equipment to complete assigned job tasks; and be able to lift 50 pounds with the assistance of equipment or another person.

Work Environment:

The work environment involves exposure to hazards or physical risks and requires following basic safety precautions. Work is performed in both indoor and outdoor settings, in a professional office environment with a moderate noise level and within a Detention facility with a high noise level. Exposure to natural weather conditions and temperatures, various dusts, smoke and mists, and normal debris and hazards may occur while performing outdoor duties. Evening, irregular hours, night shift, holiday, and weekend work outside of normal business hours may be required on short notice.

This position requires mandatory and random drug and alcohol testing and screening; therefore, all applicable federal/state regulations or laws and county rules and policies covering random, post-accident, pre-hire, and return to duty testing will be conducted prior to and during employment.

Every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance.
- Satisfactorily complete and maintain compliance with all required training.
- Work well with others and participate fully in a team-oriented environment.
- Interface with other employees and customers in a courteous and respectful manner.
- Project positive support of their department and all county organizations.
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed:

Revised: