

COUNTY OF NEWAYGO

Population: 48,460

POSITION TITLE: JAIL ADMINISTRATOR

WAGES: \$50,078.81 - \$58,920.93 ANNUALLY

BENEFITS: Health Insurance, Short & Long Term Disability Insurance, Life Insurance, Defined Contribution Retirement Package (401A), Paid leave time.

TO APPLY: Submit an employment application, cover letter, and resume and three professional references to:
Newaygo County Sheriff Patrick Hedlund, P.O. Box 845, White Cloud, MI 49349 or by personal delivery at 1035 E. James Street, White Cloud, MI.

A COPY OF THE COMPLETE JOB DESCRIPTION AND ONLINE APPLICATION PROCESS MAY BE FOUND BY VISITING NEWAYGO COUNTY'S WEBSITE AT:

<http://www.countyofnewaygo.com/Careers.aspx>

DEADLINE FOR APPLYING: Open until filled.

JOB SUMMARY

- Under the direct supervision of the County Undersheriff, this position is responsible for the management of all aspects of jail operations. Through intermediate supervisory staff, manages all personnel assigned to the jail, numbering 40. Must have an understanding of federal and state policies and regulations concerning the housing of prisoners. Responsible for providing humane treatment and protecting the rights of the inmates, while keeping the facility secure. Needs to possess good judgment, excellent leadership qualities, control and communication skills, while performing administrative functions such as developing and managing the Jail's annual budget and administering disciplinary actions and departmental policy. Negotiates legal contracts for county approval related to health care, food services and other related operations. Maintains open communication with the U.S. Marshal's Office, Bureau of Prisons, Department of Corrections and other agencies in need of inmate bed space. Responsible for short and long range planning of jail operations, which includes evaluating effective programs and staffing. Serves on various committees related to corrections administration and law enforcement as appointed by the Sheriff.

EDUCATION AND EXPERIENCE

- Equivalent of two years of college level coursework in Correctional Administration, Criminal Justice or closely related field. Prefer a Bachelor's Degree in correctional capacity in a correctional or business administration.
- Seven or more years of experience in a supervisory/managerial capacity in a correctional institution.

Newaygo County is an equal opportunity employer and shall consider all qualified applicants for all positions without regard to race, color, sex, religion, national origin, age, height, weight, marital status, veteran status, handicap, or any other protected category.