



COUNTY OF ST. CLAIR



HUMAN RESOURCES DEPARTMENT ANNOUNCES THE FOLLOWING JOB OPPORTUNITY:

REQUISITION NUMBER: 10-021
TITLE: Jail Administrator
DEPARTMENT: St. Clair County Sheriff – 1170 Michigan, Port Huron
WAGE RANGE: \$64,848 - \$85-336 Annually
HOURS: Full Time
APPLY BETWEEN: May 14, 2010 through and including June 11, 2010 by 4:30 p.m.
OTHER INFORMATION: Open to Sheriff Department Employees and the Public.

- *The Jail Administrator position was approved to go before the St. Clair County Board of Commissioners on May 19, 2010. A final offer of employment is contingent upon approval by the St. Clair County Board of Commissioners.*

GENERAL STATEMENT OF DUTIES:

The Jail Administrator statement of duties is a broad scope of duties and not limited to the following:
Assume administrative responsibility for management of all jail operations and personnel under supervision of the Undersheriff.

Assure that the jail is operated in accordance with all local, state and federal laws and regulations related to corrections and jail operations.

Supervise the jail staff and ensure proper staff training.

Assign and direct subordinates; ensuring that all policy, rules, regulations, orders, procedures and directives are enforced and implemented.

Make independent decisions or recommendations in the hiring, promotion, transfer, discipline or discharge of department employees in accordance with department policy and procedures.

Prepare and monitor the jail budget and prepare and analysis reports as required.

Manage all aspects of contracted services in the jail division.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

Certified Jail Manager

Graduate of School of Police Staff & Command

Graduate of FBI National Academy

Skill in use of firearms

Thorough knowledge of the rules and regulations of a correctional facility.

Thorough knowledge of approved principles, procedures and methods of corrections administration. Thorough knowledge of pertinent federal, state and county laws.

Ability to make maximum utilization of personnel.

Ability to analyze difficult problems and adopt an effective course of action.

Ability to deal with the public courteously and firmly while establishing and maintaining satisfactory relationships with multiple public agencies.

AN EMPLOYEE IN THIS CLASS, UPON APPOINTMENT, MUST HAVE THE FOLLOWING TRAINING AND EXPERIENCE:

Bachelor's Degree in Criminal Justice, Correctional Administration, Criminology, Public Administration or any of the Social Sciences plus five years demonstrated experience in the middle or upper level management position of an institutional and/or correctional facility. Significant work experience in lieu of Bachelor's Degree may also be considered.

Ability to obtain a State of Michigan concealed weapons permit.

SPECIAL NOTICE TO APPLICANTS: *When submitting an application and/or resume please be sure to include evidence that the minimum required qualifications are met (copies of degree, certifications, and/or training, description of relevant experience, etc.).*

The applicant must include the requisition number from the title line on any application or resume submitted to insure the application is properly designated and processed. If the requisition number is not included, the applicant assumes full responsibility should the application or resume not be attributed to the desired position.

An Equal Opportunity Employer

Apply on-line at: www.stclaircounty.org

St. Clair County Human Resources Department

200 Grand River Avenue, Suite 206, Port Huron, MI 48060

Phone: 810-989-6910 ~ Fax: 810-966-2904

Email: HRRecruitment@stclaircounty.org

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