Job Title: Jail Administrator/Lieutenant
Department: Sheriff' Office
Classification: 14
Reports to: County Sheriff
Supervises: Yes
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: Not available
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for the administration of the County Jail, ensuring that it is run in a legal, constitutionally correct, safe, secure manner while seeing to the safety of the staff, inmates and general public. The incumbent is responsible for the preparation and monitoring of the budget while at the same time, monitoring jail rental space bringing revenue back to the County. The position is responsible for the supervision of 35 to 40 jail staff, including the hiring, training, evaluating, and disciplining of staff as necessary.

Communicates with:

Internally – All staff.
Externally – State/county/city entities and public.

Supervision:

All Jail Employees

Essential Work Functions:

- Manages, and directs staff to include prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.
- Coordinates and directs all administrative and operational activities of the Jail as delegated by the Sheriff. Assist, advise, and effectively recommend to the Sheriff on personnel matters including but not limited to; hiring, transfers, promotions, evaluations, assignments, commendations and reward, discipline, suspensions, adjustment of grievances, and discharge.
- Establishes policies and procedures to accomplish the mission of the jail, while complying with constitutional requirements, state laws, court rulings, and department policy and goals.
- Determines inmate eligibility for electronic monitoring services, work release and STS program.
- Administers the admission and release of inmates.
- Develops, implements, and monitors the annual staffing schedule.
- Conducts facility inspections.
- Prepares budgets and manages the fiscal operations of the jail.
- Reviews and authorizes the release of requested information.
- Establishes and maintains systems of communication with State and Local Governmental agencies.
- Attends and participates in workshops, continuing education programs, committees, boards, seminars, in-service training, etc., as approved.
- Performs the duties of a deputy sheriff or investigator, as needed.

- Transports prisoners to and from other holding facilities.
- Responsible for court security.
- Performs court bailiff duties, as needed.
- Testifies in court, explaining evidence and observations collected and/or made during incidents that result in criminal prosecutions or civil disputes.

Other Work Functions
- Performs related work as required.
- Maintains constant communication capability with jail facility and Sheriff's Department on an on-call basis twenty-four (24) hours per day, except when properly relieved.

Minimum Qualifications of Education and Experience:
- Requires two years of formal training in tech or associate degree.
- Three (3) years of experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:
- (EMSRB) First responder certification.
- Must possess a valid, Class C Minnesota Driver's License
- Knowledge of:
    - Law enforcement weapons and equipment
    - Safety principles and practices
    - Defensive techniques
    - Physical apprehension, handcuffing, and restraining techniques
- Peace Officers Standards and Training License.
- Emergency Vehicle Operator Course certification.
- Firearms training.
- Psychological exam.
- Strong understanding of the organization's goals and objectives.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Strong interpersonal and oral communication skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to effectively supervise staff.
- Knowledge and skill in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner.

Persons with disabilities:
The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment			X	
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Heavy (Over 60 pounds of force)		X		
Challenging or threatening behaviors			X	
Hazardous physical conditions		X		
Atmospheric Conditions		X		
Travel			X	
Hazardous materials		X		
Extreme temperatures		X		
Environmental		X		
Work with high detail/deadlines		X		

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____