



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Jail Program Director
Department: Sheriff's Office
Classification: 9
Reports to: Jail Administrator
Supervises: No
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 performing administrative duties, overseeing volunteers, supervising correctional officers, and helping jail inmates with their needs.

Communicates with:

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

Supervision:

N/A

Essential Work Functions:

- Supervises all jail programs including work release, STS and pay for stay.
- Assists inmates with their needs.
- Oversees crew leaders in Administrators absence.
- Appears in Court when necessary to testify.
- Trained and used as “hostage negotiator” in hostile situations.

Other Work Functions

- Performs related work as required.
- Correctional Officer duties as needed.
- On 24-hour emergency call.
- Maintains a running inventory of all supplies used on a recurring basis. As well as inventory of inmate uniforms, underwear, socks, sandals, mattresses, pillow, pillowcases, sheets, mattress covers, towels and wash cloth.
- Attends and participates in workshops, continuing educational programs, committees, boards, seminars, in-service training, etc., as approved.
- Assist in transports, bailiff duties and the operations of the metal detector.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in tech or associate degree.
- One (1) year of experience required.
- CPR/First aid training.
- Defensive tactics training.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- 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.

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: _____