

**COUNTY OF OXFORD**  
**Job Description**

**DEPARTMENT:** Sheriff's Office

**TITLE:** Jail Administrator

**DEPARTMENT:** Corrections

**FLSA:**   X   Exempt

       Non-Exempt

**APPROVED DATE:** April 15, 2008

**REVISED DATE:** August 17, 2010

**APPROVED BY:** Oxford County Commissioners

---

**JOB OBJECTIVE:** Meets the County's correctional responsibilities by administering, managing, operating, and controlling all activities of the jail in compliance with Maine law, jail standards, professional correctional practices and American Correctional Association Standards for adult local detention facilities. Work includes planning, organizing, direction, and coordinating the security of programs for inmates.

---

**GENERAL EXPECTATIONS:**

- Be committed to the mission of the County
- Work as a member of a team in the performance of duties.
- Be punctual for scheduled work and use time appropriately.
- Work in harmonious relationships with all county staff and community.
- Perform duties in a conscientious, cooperative manner.
- Perform required amount of work in a timely fashion with a minimum of errors.
- Be neat and maintain a professional appearance.
- Understand and work within Oxford County Government and Sheriff's Office Policies and Procedures.
- Work collaboratively as a member of a team with various groups of staff depending on the issue addressed.
- Accept shared responsibility with other team members to successfully accomplish goal of each team of which he or she is a member.
- Assure quality in work performed in order to facilitate the delivery of quality services.
- Maintain confidence and protect the County by keeping information concerning clients and County operations confidential.
- Take direction in a professional manner from the Sheriff.

**COUNTY OF OXFORD**  
**Job Description**

**KEY EXPECTED RESULTS AND ESSENTIAL FUNCTIONS:**

1. Ensures a quality correctional facility by managing the daily operations of the jail.
2. Ensures a safe and secure facility by implementing, monitoring, and ensuring compliance with polices and procedures for the jail and support functions.
3. Ensures compliance with the Maine Department of Corrections and Board of Corrections Standards for county jail operations by developing and implementing a system to ensure the same.
4. Ensures that inmate constitutional rights are met.
5. Ensures a safe and secure jail operation for staff and inmates by creating a staff plan that provides the appropriate number of security staff without excessive expense.
6. Assists the Sheriff's and administrative offices by searching for revenue opportunities
7. Maintains staff by being responsible for recruitment, selection, orientation, and training staff in accordance with County policies.
8. Maintains staff job results by coaching, counseling, disciplining staff members, planning, monitoring, and appraising job results.
9. Creates an environment of mutual respect between all staff and public by demonstrating fairness, consistency, and responding in a courteous manner.
10. Demonstrates effective skill in organizing, supervising, and motivating others in their activities.
11. Achieves financial objectives by preparing an annual budget; schedules expenditures; analyzes variances; initiates corrective actions; holds staff responsible for their part of the budget.
12. Ensures quality training by supervising the training unit that provides training to all sheriff department correction employees.
13. Manages and coordinates the safe transfer of inmates to other facilities, courts, and other appointments.
14. Develops, maintains, and revises jail operations policies and procedures.
15. Ensures proper record by keeping as necessary for the proper documentation and accountability of all inmates confined on Oxford County criminal charges.

**COUNTY OF OXFORD**  
**Job Description**

16. Ensure proper medical and nutritional services are provided in accordance with applicable State standards. by managing the inmate medical services contract.
17. Ensures that personnel assigned to the Jail and others authorized to work in the jail, including volunteers, contract personnel, and others, have necessary and appropriate training and orientation to their jobs and the jail itself.
18. Handles public relations by communicating with the community and press on a regular basis as appropriate.
19. Coordinates and communicates with other law enforcement and social service agencies throughout the counties and the State as appropriate.
20. Reports on sign. Prepares and maintains reports, records, and statistics as requested by the Sheriff and/or County Administrator.
21. Handles labor relations by resolving grievances and serves as a member of the County's collective bargaining team assisting the establishment of bargaining goals and in evaluating union proposals.
22. Ensures legal compliance by maintaining a working knowledge of contemporary correctional philosophies, emergency correction case load, criminal law, court proceedings, and county and state governmental organization.
23. Maintains professional and technical knowledge by attending educational workshops; establish and meetings as required.
24. Contributes to the team effort by accomplishing related results as needed and attending work regularly.
25. Supports the County's safety and health polices by attending required safety training programs; reports all accidents and suspected safety hazards.
26. Fulfills job function by participating as an active member in training and on county task forces.
27. Performs other duties as requested by the Sheriff.

**PHYSICAL STANDARDS:**

The physical requirements described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to meet these physical standards.

**COUNTY OF OXFORD**  
**Job Description**

While performing the duties of this job, the employee is regularly required to sit and talk and/or hear and physically be present at work. The employee is occasionally required to stand, walk, and use hands to finger a standard computer keyboard, use computer, mouse, telephone, copier, printer, fax, OC spray and electro-muscular disruptive device (Taser) and safety equipment assigned to a correction's officer.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job require close vision, distance vision, depth perception, and the ability to adjust focus. Employee may be required to operate a motor vehicle or other vehicle or equipment. Employee will come in contact with inmates and or criminal element and must possess sufficient physical dexterity to employ necessary and lawful non-deadly physical force to address resistance.

If authorized to use a firearm, chemical agents, or electro-muscular disruptive device (Taser), must receive and pass appropriate training in their use and handling.

**WORK ENVIRONMENT:**

The work environment characteristics described herein are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**REQUIREMENTS AND SKILLS NEEDED FOR THE POSITION:**

- Two year Undergraduate degree in criminal justice, public administration/management, or related academic degree and related job training for an administrative position in a correction setting; comparable work experience can be substituted for the academic degree.
- Understating of the full range of correctional facility operation.
- Completion of pre-assignment training level A and posting assignment training level B.
- Graduate of the Maine Criminal Justice Academy corrections course.
- Completion of the required staff training and forty (40) hours additional training each year either the Managing and Leadership program or New Sheriffs and Chiefs course.
- Ability to remain composed in emergency situations.
- Possess a valid State of Maine driver's license.

**EXPERIENCE:**

- Five (5) years as upper level manager in a correctional setting or other related criminal justice or human service agency.

**COUNTY OF OXFORD**  
**Job Description**

**REPORTS TO:**  
Sheriff

**SUPERVISES:**  
Shift Commanders