

**INGHAM COUNTY
JOB DESCRIPTION**

CORRECTIONS ADMINISTRATOR

General Summary:

Under the direction of the Sheriff, the Corrections Administrator is responsible for the overall coordination and supervision of the Correctional Center's activities, physical security of the facility, the rights and welfare of inmates and coordination of rehabilitation services. He/she is the direct representative of the Sheriff and must assure that all contractual and legal constitutional obligations incurred by the Sheriff and/or the Sheriff's Office are met in a timely and efficient manner.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. **Administrative Staff Duties:**

- a. Responsible for seeing that training requirements are met by the Correctional Officers, Sergeants, Lieutenants, and Captains.
- b. Review, write and update policies, procedures, rules, regulations, and Inmate Guide.
- c. Assure timely submission of various recurring reports.
- d. Implement and maintain advanced practices in an advanced facility.
- e. Keep abreast of the law involving the inmates' law suits, as well as meeting with attorneys on inmate law suits (Plaintiff's and County's).

2. **Supervision of Correctional Staff:**

- a. Responsible for work performance of Correctional Officers, Correctional Sergeants, Correctional Lieutenants, Captains, Intake Coordinator, and Corrections Secretary.
- b. Enforce policies and procedures.
- c. Control facility entry and exit of criminal justice professionals, corrections and treatment personnel, clergy, as well as the public.
- d. Responsible for advanced food service operation and staff.
- e. Responsible for miscellaneous support activities (maintenance, recreation, etc.) .
- f. Meet bi-weekly with command personnel.

3. **Inmate Welfare:**

- a. Make periodic contact with residents for problem solving purposes.
- b. Supervise intake diagnostic and referral services and orientation of newly incarcerated residents.
- c. Initiate and coordinate human service programs for residents including counseling, education and recreation.
- d. Monitor high school equivalency tests and certificates to qualified residents.

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- e. Monitor health and dental care for residents.
- f. Counsel inmates concerning in-house problems and, to a certain extent, family problems which may occur due to their incarceration.
- g. Oversee direct disciplinary actions when necessary.
- h. Investigate lost property claims from inmates.

4. **Coordinate Rehabilitation Services:**

- a. Supervise intake diagnostic and referral services and orientation of newly incarcerated inmates.
- b. Coordinate activities of public agencies and volunteers providing services to inmates.
- c. Respond to inquiries from other agencies or institutions regarding inmate rehabilitation.
- d. Oversee the education department.

5. **Public Relations:**

- a. Meet with criminal justice and social service professionals, clergy and family of residents as the needs arise.
- b. Sit on advisory and governing boards of local social services and educational agencies.
- c. Provide public information via tours, lectures and seminars as requests are received.
- d. Communicate with the media as needs arise.
- e. Screen special visit requests.
- f. Meet with the Minister's Council quarterly - discuss any problems, Sunday services, etc.
- g. Counsel and discuss the incarceration of inmate with families, i.e. parents, grandparents, husband, wife, girlfriend, boyfriend, aunts, uncles, etc.

- 6. Perform related duties as required.

Other Functions:

- 7. None listed.

Other Requirements:

License: Must possess and maintain a valid Michigan driver's license.

Employment Qualifications:

Education: Bachelor's degree in Police Administration, Criminal Justice or related area.

Experience: Seven years of related experience.

Other Requirements:

Must be M.C.O.L.E.S. certified.

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The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

- Ability to assist in subduing unruly inmates and breaking-up fights.
- Ability to walk throughout the facility to conduct inspections and building checks.
- Ability to bend, stoop and kneel in order to search for contraband and perform other functions.
- Ability to enter and retrieve information from a computer.

Working Conditions:

- Exposure to inmates in various states of hygiene and emotional conditions.
- Exposure to verbal assaults of inmates and others.
- Dealing with inmates with various mental disorders.
- Exposure to potential hostage situations.
- Exposure to various diseases that may be carried by inmates.

