

CITY OF SANTA ANA

JOB TITLE

Jail Administrator (MM)

JOB CODE

03230

DEPARTMENT

Police Department

TITLE OF IMMEDIATE SUPERVISOR

Police Chief

JOB SUMMARY

Under direction, provides leadership, guidance, direction and control in order to develop and operate jail facilities within accepted professional standards and applicable laws.

DESCRIPTION

Coordinates the planning and development of a 250-cell Type II jail facility, as well as administers a 48-cell Type I temporary holding facility. Directs the strategic planning process by conducting needs assessments, developing goals and objectives, formulating and implementing policies and procedures, determining budgetary requirements, and administering expenditures. When both facilities are fully operational, the Jail Administrator will continue to perform these functions, as well as develop, manage and evaluate inmate programs, train and supervise staff, administer support services (medical, food and laundry, etc.) and monitor compliance with codes and legal requirements. In addition, the Jail Administrator oversees the maintenance and security of the facilities, assesses and reduces liability and risk exposure, establishes and maintains effective working relationships with other governmental agencies and the public, and performs other functions as assigned.

RECOMMENDED MINIMUM QUALIFICATIONS

Considerable managerial experience in a correctional, criminal justice, or law enforcement agency which includes administering and managing correctional facilities. Graduation from an accredited four-year college with a degree in administration of justice, business management or a related field may be used in combination with experience to meet the knowledge, skills and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the principles and practices of management necessary to plan and manage new and existing jail facilities; modern methods of correctional administration including familiarity with prisoners' rights and new technologies and automated systems; the criminal justice system and legislative process; applicable laws, rules, theories and professional standards; and principles of personnel management including an understanding of human behavior, organizational theory, training, evaluating and disciplining employees.

Ability to: plan, organize, develop, implement and maintain the functions, programs, procedures, structures and controls of jail facilities; formulate specific goals and measure/evaluate progress and results; interpret and enforce federal, state and local laws and guidelines applicable to corrections; interpret bid specifications; communicate effectively both orally and in writing; motivate, train, direct and supervise staff; and interact tactfully and persuasively with others.

### SPECIAL REQUIREMENTS

Willingness and ability to work evenings, weekends, and holidays.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer has a solid foundation in jail administration, including experience coordinating the development of new jail facilities, and desires to bring this expertise to the City of Santa Ana. This individual can conceptualize the type of facility most appropriate for Santa Ana, and can facilitate its development using resourcefulness, flexibility, logic and attention to detail. The successful performer has outstanding interpersonal and communication skills, and the ability to work with individuals from a wide variety of cultural and economic backgrounds.

Class title established per Council Resolution No. 92-002,  
effective 1-16-92

Class Specification Revised: 7/94