



COLFAX COUNTY

Job Posting

JOB TITLE	Detention Center Administrator/Warden
Pay Status	Exempt
Reports to	Colfax County Manager
Salary	\$43,391-\$63,978 Depending upon Experience
Application Deadline	October 27, 2017 by 4:00 PM MST/MDT
Closing Date	Until filled

POSITION SUMMARY:

Under general supervision of the County Manager, responsible for the management of the operational function and activities of the Vigil Maldonado Detention Center.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED.
- Must be at least 21 years of age.
- Five (5) years experience in related field.
- Two (2) years administrative experience including one (1) year supervisory experience
- **OR** a combination of post-secondary education and /or experience totaling (2) years including one (1) year supervisory.
- Must possess comprehensive knowledge of New Mexico and National adult detention principles and practices.
- The ability to plan, supervise and work with staff,
- The ability to express ideas clearly and concisely, both written and oral.
- The ability to keep comprehensive records and to prepare reports and budgets.
- Must be able to interact professionally and effectively with employees, residents, officials and the public.
- Working knowledge of automated information systems.
- Degree in Criminal Justice, Law Enforcement, or Business preferred.

WORKING CONDITIONS:

Functions of the position are generally performed indoors in a controlled environment on an even surface however the administrator will have routine exposure to areas where prisoners are incarcerated, both indoors and outdoors, possible weather extremes. The noise level in the work environment is quiet in the office however can be loud in the confinement areas; work is subject to frequent fluctuations and may be performed in stressful or physically dangerous situations. May occasionally be involved with the transportation of residents and recreational activities with residents. Many functions of the work post a high degree of hazard and uncertainty. The administrator may be exposed to verbal abuse, spitting and human waste and may be required to work weekends, holidays or any on call requests.

SCREENING AND COMPLIANCE:

- The offer of this Colfax County Position requires compliance with the following:
- Employee must successfully complete employment drug screen and background check, no felony, DWI or Domestic Violence Convictions.
- Must be able to pass a physical agility test.
- Employee must comply with complete the personnel ordinance and guidelines of the County.

- Employee must possess a valid New Mexico driver's license by employment date and retain a valid license while employed in this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Organizes, directs, supervisors and coordinates all activities of the Detention Center to provide advanced, high-quality detention services for Colfax County; ensures the safe, secure effective and efficient services including but not limited to: developing plans to meet current and evolving community needs such as increasing facility capacity, developing alternative approaches to incarceration, reducing operating costs, developing approaches to reducing recidivism, evaluating the subcontracting services.

Responsible for job assignments, evaluations and discipline of personnel; follows County, departmental and statutory policies and procedures when dealing with personnel matters; establishes operational standards for the detention center; ensures that relevant education and professional development opportunities are provided for all employees. Strives to continuously improve the professional capacity of the staff; ensures compliance with applicable safety regulations and administrative policies.

Consults with the County Manager, the County Manager's staff, the Judiciary, the probation officers and department heads of problems relating to meeting the needs of the community for safe, clean secure and modern prisoner incarceration; confers with the officials and community groups and conducts public relation campaigns to recent need for changes in laws and policies and to foster improvements in inmate rehabilitation to break the cycle of criminality.

Serves as the technical and professional advisor to the County Manager, County Board of Commissioners, and other committees/boards on all matters relating to incarceration and correction. Develops and recommends actions on various issues related to detention center staffing, cost management, and revenue enhancement to improve detention center performance. Conduct a variety of organizational, investigation and operations studies.

Develop and manage departmental budget. Assesses the detention center's infrastructure, buildings, grounds, and equipment. Develops plans for the systematic renewal, replacement, and improvement of these assets, implements, and reviews department short and long-range goals; leads the implementation of the quality improvement processes and customer satisfaction programs of the County in the Department.

Investigates operational failures and shortcoming, identifies problem areas, and develops alternative solutions and recommendations, maintains documents, records and files on key aspects of operation. Negotiates and administers contracts, applies for grants on behalf of the County, coordinates activities and plans with other public and private agencies.

Maintains knowledge of current Federal, State and local regulations through such means as attending seminars, reviewing professional publications, taking classes and participating in professional development activities.

Maintains a detention center that is progressive, modern, and fully compliant with all applicable government standards and regulation in its approach to delivering services. Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

PLEASE SUBMIT APPLICATION AND RESUME TO COUNTY MANAGER'S OFFICE IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION, DEADLINE IS OCTOBER 27, 2017 BY 4:00 PM.

EMAIL TO mlkern@co.colfax.nm.us, OR VISIT OUR WEBSITE www.co.colfax.nm.us

COLFAX COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER