

## JAIL INSPECTION PROGRAM ADMINISTRATOR

This is administrative and supervisory work for the statewide jail inspection program within the Division of Facility Services. Employee is responsible for the development, planning, and coordination of jail operations in accordance with state regulations and jail standards, covering facility design, inspection services, and program support. Employee provides technical consultation to local sheriffs and county officials on the construction and improvement of facilities and the appropriate staff compliments. Employee supervises staff engaged in the inspection of jails and other security facilities for sanitation, security and proper equipment, staff ratios, and the review of construction plans. Employee reports to the Chief of the Licensure Section.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee functions within division's goals and objectives and state regulations. Work involves planning staff scheduled jail inspections in accordance with state legislation, rules and program standards.

Organizing and Directing - Employee sets work priorities and makes staff assignments or alternate work methods and schedules to meet operational demands, investigate complaints or respond to critical conditions, correct deficiencies, and review plans and construction design.

Budgeting - Employee projects budget estimates and makes recommendations to management; work also involves monitoring budget line items throughout the year.

Training - Employee provides on-the-job training to Correction Institution Inspectors, assesses training needs and encourages participation in individual and group conferences.

Setting Work Standards - Employee sets standards to ensure program needs are met and staff provide adequate services in surveying facilities. Operational methods are adjusted to meet any changing program needs and quality control.

Reviewing Work - Employee reviews inspection reports and other documentation for adherence to rules and regulations and investigative objectives. Employee accompanies inspectors to on-site investigations to observe staffs performance and to survey facility operations or assist in a special investigation.

Counseling and Disciplines - Employee initially counsels employees concerning their performance or adjustment problems and refers more serious cases to supervisor for joint resolutions.

Performing Other Personnel Functions - Employee evaluates and recommends subordinates for merit increases/promotions. Employee participates in interviewing potential new employees and makes recommendations.

### II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Technology, legal changes or court decisions impact in fulfilling legislative mandates to implement and/or enforce fail standards, practices, and construction.

Variety of Work Supervised - Employee supervises one area of work.

Number of Employees Responsible For - Five (5).

III. EXTENT OF SUPERVISION RECEIVED: Considerable independence is allowed in major areas of responsibility. Work is reviewed for overall division objectives.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: None

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of legislation, rules, and regulations that govern jail operations in North Carolina; considerable knowledge of all aspects of jail safety and security procedures, equipment, and systems; considerable knowledge of current and past court decisions as they relate to inmates; rights and human treatment issues; general knowledge of the N. C. Building Code requirements for local confinement facilities; ability to communicate effectively with sheriffs, other jail staff, and county officials across the state; ability to supervise and review work of subordinates in jail inspection procedures and to plan work in an efficient and effective manner.

Training and Experience Requirements - Graduation from a four year college or university preferably with a degree in criminal justice, sociology or related discipline and four years of experience in the administration of a jail or correctional program or four years of experience as a jail consultant with the Jail and Detention Services program, or an equivalent combination of education and experience.