

## **BERTIE-MARTIN REGIONAL JAIL ADMINISTRATOR**

### General Statement of Duties

The Jail Administrator is responsible for managing and overseeing all aspects of a jail's operations, ensuring the safety and security of inmates, staff, and the public. This includes managing staff, enforcing rules, investigating complaints, and maintaining jail records. They also play a crucial role in developing and implementing policies and procedures, ensuring compliance with legal and regulatory requirements. In essence, a jail administrator is a leader responsible for ensuring the safe, secure, and efficient operation of a jail facility, while also upholding the rights and welfare of inmates.

### Qualification Requirements

Education: Typically requires a bachelor's degree in criminal justice, public administration, or a related field.

- Experience: Significant experience in corrections or law enforcement, including supervisory experience.
- Knowledge: In-depth knowledge of correctional practices, laws, and procedures.
- Skills: Strong leadership, communication, problem-solving, and analytical skills.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Supervision and Management: Supervising and managing all staff, including correctional officers, administrators, and support personnel.
- Operations and Security: Overseeing all jail operations, ensuring the safety and security of inmates, staff, and the public. This includes developing and implementing security protocols, conducting facility inspections, and responding to emergencies.
- Policy and Procedure Development: Developing, implementing, and reviewing jail policies and procedures, ensuring compliance with legal and regulatory requirements.
- Inmate Management: Managing inmate populations, including intake, housing, and release.
- Disciplinary Actions: Investigating and managing inmate disciplinary actions, ensuring due process is followed.
- Record Keeping: Maintaining accurate and up-to-date records, including inmate records, incident reports, and financial records.
- Staff Training and Development: Overseeing staff training programs and providing ongoing professional development opportunities.
- Budget Management: Managing the jail's budget, including allocating resources and tracking expenditures.
- Public Relations: Serving as a liaison between the jail and the public, responding to inquiries, and addressing concerns.
- Collaboration: Collaborating with other law enforcement agencies, courts, and community organizations.

