

SHERIFF OSCAR MARTINEZ

JOB VACANCY: Jail Administrator (Warden)
Status: Full-Time
Positions (1)
Salary: TBD

“The Lake County Sheriff’s Department is An Equal Opportunity Employer”

NOTE: Applicants must fill a NON-MERIT EMPLOYMENT APPLICATION for the Lake County Sheriff’s Department to be considered.

*****PLEASE READ ALL REQUIRED QUALIFICATIONS BEFORE APPLYING*****

To obtain the application go to www.lakecountysheriff.com

- (1) tab on "Careers" and, then
- (2) Click on "Civilian Careers."
- (3) Click on the link "CIVILIAN EMPLOYMENT APPLICATION."

When filling out this application, please be sure to fill out all sections in their entirety. Also, when returning applications, be sure to return the application completed and signed to:

**Lake County Sheriff’s Department
Building J2
ATTN: HUMAN RESOURCES OFFICE (2nd Floor)
2293 North Main Street
Crown Point, Indiana 46307**

- Incomplete applications will not be considered
- Include with your application copy of a valid driver license or State ID; your Resume; and any other relevant information e.g.
 - College Transcripts
 - Certificates
- Position closing date: Until Filled

**LAKE COUNTY SHERIFF'S DEPARTMENT
JAIL ADMINISTRATOR JOB DESCRIPTION
Effective October 1st, 2021**

GENERAL STATEMENT OF AUTHORITY AND DUTIES

The Jail Administrator (Warden) shall exercise authority and perform a broad scope of duties including but not limited to the following:

- Hold administrative responsibility for management of all jail operations and all jail personnel under direction of the Sheriff and/or Chief of Police.
- Ensure that the jail operates in accordance with all local, state, and federal laws and regulations and Case Law/Court Decisions related to corrections and Jail Operations.
- Supervise the job performance of all jail staff and ensure proper training of jail staff.
- Assign and direct jail staff ensuring that all policies, rules, regulations, orders, procedures, and directives are implemented and enforced.
- Assist the Sheriff in preparation of the jail budget.
- Monitor jail operations and prepare and analyze reports on jail operations.
- Manage all aspects of contracted services in the jail.
- And, All other duties assigned by the Lake County Sheriff

SUPERVISION RECEIVED

Performs work in accordance with department policies, procedures, general orders and directives received from the Sheriff.

SUPERVISION EXERCISED

Exercises supervision over the work of subordinate jail commanders, jail staff and all jail support staff.

Minimum Requirements

- A Baccalaureate degree in criminal justice or a closely-related field from an accredited college or university.
- Five (5) years' experience in supervising a large correctional facility.
- Knowledge and experience in applying modern correctional standards.

DESIRABLE QUALIFICATIONS

- Bachelor's degree in criminal justice, corrections administration, business administration or social sciences or significant work experience in lieu of bachelor's degree.
- Experience providing leadership and management in a correctional setting
- Completion of a nationally recognized Jail Administration Training Program.
- Knowledge of the customary rules and regulations of a correctional facility.
- Knowledge of approved principles, procedures, and methods of corrections administration.
- Understanding of pertinent federal, state, and county laws pertaining to jail management.
- Ability to make maximum utilization of jail personnel and other resources.
- Ability to analyze difficult problems and devise effective solutions.
- Ability to deal with the public and staff courteously and firmly
- Ability to establish and maintain satisfactory relationships with multiple public agencies.

EXAMPLES OF WORK: (An employee in this position may be called upon to perform the following tasks which are illustrative and not exhaustive in nature.)

The Jail Administrator performs upper level administrative tasks in directing the operation of the Lake County Jail.

The Jail Administrator exercises broad responsibility for the management and directing of jail activities, and the job performance of jail staff, especially as they pertain to the custody, discipline, health, and welfare of inmates.

The Jail Administrator develops, facilitates, or revises policy and procedures to improve efficiency of jail operations, safety, and security.

The Jail Administrator coordinates jail operations with other activities of the Sheriff's Office, conducting short and long-term planning while maintaining compliance with local, state, and federal laws.

Salary

Starting Salary is Based on Experience and Qualifications