



DATE	October 2015
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Detention Center Manager
 DEPARTMENT/DIVISION: Police
 REPORTS TO: Police Commander

SUMMARY: Responsible for managing the operations and personnel of the Detention Center.

ESSENTIAL JOB FUNCTIONS:

- Assure the detention center is operated in accordance with applicable local, state and federal laws and regulations related to corrections and jail operations.
- Manage, instruct, schedule, review, and evaluate the work activities of assigned staff, emphasizing the need for supervisors to carry out supervisory duties in an appropriate and productive manner.
- Insure policies, procedures, and performance expectations are effectively communicated to staff and promote accountability among all employees in the detention center.
- Process, interview, and conduct testing and background investigations on applicants for the detention center.
- Oversee basic and continuing training programs for staff; create reports to support budgetary processes and performance measures.
- Evaluate fiscal impact of Detention Center operations and manage costs and/or make recommendations accordingly.
- Review and analyze data and operational procedures, making appropriate recommendations for staffing, assignments, training, and initiates appropriate action.
- Maintain liaison with County Jails, Municipal Courts, and contract organizations.
- Manage the positive discipline system in the section by making decisions, answering questions, and deciding the appropriate action to take.
- Manage section payroll, overtime, work schedules.
- Evaluate and ensure the professional development of staff and the detention center environment as a whole supports the mission of the overall City organization.
- Ensures the Detention Center meets or exceeds all state and accreditation standards.
- Manage DWI Blood Draw program and Prisoner Transfer Program.
- Performs other duties as required.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Oversee Detention center operations and staff
- Oversee and make recommendations on Detention center budget

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of civil liability law and risk management
- Knowledge of customer service principles
- Skilled in handling multiple tasks simultaneously
- Skilled in mitigating hostile situations
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures
- Skilled in maintaining sensitive and confidential information
- Skilled in operating a computer and related software applications
- Skilled in communicating effectively both verbally and in writing

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Criminal Justice, Public Administration, or Business Administration from an accredited college or university; AND 5 years of Supervisory or Management experience; OR
- Associates Degree from an accredited college or university AND 7 years of Supervisor/Management experience
- Experience in Detention center operations preferred
- Texas Class "C" Driver's License
- Must be of good moral character
- Must demonstrate effective leadership skills
- Must be able to perform in a team environment and motivate/mentor staff.

WORKING CONDITIONS:

- Frequent balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity
- Occasional lifting and carrying of over 100 pounds
- Work is typically performed in a jail setting
- Exposure to fumes, airborne particles, infectious diseases, criminal suspects, and prison inmates
- Driving city fleet vehicles including prisoner transport van

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass pre-employment psychological and polygraph test,
- Must pass criminal history check.
- Must pass motor vehicle records check.