



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Support Services Administrator, C10, \$64,501 - \$80,558 (B.O.E)
+ FRINGE BENEFITS

DEPARTMENT: Office of the Sheriff - (Corrections)

OPENING DATE: 01-23-19 **CLOSING DATE:** 02-27-19

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in Business Administration or Criminal Justice or closely related.

Experience: Three years or more experience in criminal justice, law enforcement or correctional setting is desirable.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Pass extensive background check with favorable results;
- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment;
- ◆ Must be 18 years of age, possess a valid Maryland State Motor Vehicle License and be a U.S. Citizen or a resident alien;
- ◆ Must be available on a 24 hour basis to handle emergency situations.

JOB SUMMARY: Highly responsible management-level professional supervisory and administrative position whereby the incumbent serves as a Section Chief in the Corrections Division, and is responsible for the overall day-to-day functions and activities. The position supervises, plans and coordinates activities, procurements, budget, contract management, and project management within the St. Mary's County Detention and Rehabilitation Center; provides professional guidance to correctional officer/staff; conducts staff meetings to discuss division changes/projects; ensures operational compliance with the Maryland Commission on Correctional Standards, Occupational Safety and Health Administration (OSHA), and other applicable standards and regulations; assists the Warden with the overall planning pertaining to the criminal justice system; represents the agency at meetings, conferences, and briefings; prepares the division budget; oversees the facility's sanitation, fire safety, maintenance, repairs and cleanliness; meets with other division captains and external agencies; provides valued input to the Warden concerning legal updates and best correctional practices; drafts agency policies, procedures, and other applicable standards/guidelines; available on a 24 hour basis to handle emergency situations; and performs other duties and tasks assigned, which may not be specifically listed.

DUTIES:

- ◆ Develops and contributes comprehensive long and short range strategies designed to achieve the goals and objectives of the St. Mary's County Adult Detention and Rehabilitation Center;
- ◆ Train, select, interview, evaluate, supervise and provide technical management for all units under his/her section to include but not limited to Records Management; Financial Management/Payroll and Scheduling; Inventory and Supply; Maryland Commission on Correctional Standards (Audit Compliance);

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Procurement; Inmate Programs; Community Supervision; Facilities Maintenance, and Receptionist Window;

- ◆ Provide counsel and guidance on human resources, fiscal, budget, procurements, records, information technology, correctional practices, Maryland Commission on Correctional Standards and Federal mandates such as the Prison Rape Elimination Act (PREA);
- ◆ Forecast, develop and administer comprehensive budgets based upon approved programs as well as new initiatives, resource parameters, technological enhancements, and Sheriff's Office Policies and Procedures; exercises internal fiscal control; reviews capital proposals and contracts. Approve and supervise Corrections Division accounting, costing and billing, and procurements;
- ◆ Contracting Officer Representative for all Detention Center Contracts and Procurements monitoring contract compliance, giving direction to contract managers and initiating corrective action to ensure compliance with policy and procedure, federal, state and local laws. Monitoring all areas to include operational and compliance with contract financial obligations;
- ◆ Researches, analyzes and approves technical performance reports, correspondence, and contracts, reviews, evaluates and makes recommendations regarding areas of responsibility;
- ◆ Formulates and implements policies and procedures in accordance with applicable federal, state, and local laws designed to ensure public safety for the safe, secure and lawful detention of offenders, awaiting trial and sentenced to ensure best correctional practice;
- ◆ Compliance manager for the Maryland Commission on Correctional Standards Audit giving guidance and direction to ensure compliance with the standards for an Adult Local Detention Center. Source of knowledge and training in compliance criteria. Ensure quality standards are met;
- ◆ Plan, develop and implement measures to ensure relevant correctional statistical data is maintained. Performing relevant and comprehensive trend analyses, to include inmate population trend, Prison Rape Elimination Act compliance. Responsible for the review of statistical reports prepared by Corrections Division Staff to ensure accurate and complete submissions. Develop detailed Corrections Division presentation materials;
- ◆ Increases professional knowledge through attending workshops and conferences, active participation in professional associations and activities, and reading professional and local publications;
- ◆ Responsible for planning, organizing, documenting, managing and executing small and large projects from inception to completion. Assign/delegate individuals or teams to tasks with projects, while creating and managing detailed schedules throughout project duration. Responsible for budget management and the completion of projects within stated budgets. Conduct risk analysis to identify potential issues in relation to resources, timelines and reporting of issues;
- ◆ Corrections Division Project Manager for Local Jail Construction Projects, i.e., Adult Detention Center Upgrades Project ensuring operational requirements, physical and federal, state and local regulations in regards to an adult place of confinement;
- ◆ Formulate, write, revise, modify and submit periodic reports for the St. Mary's County Detention and Rehabilitation Center;
- ◆ Acts as a liaison between Contractors, Federal, State, and Local Governmental agencies whose policies, laws, regulations, and directives impact upon Detention Center activities, operations, projects and programs;
- ◆ Willingly and cooperatively perform tasks and duties assigned which may not be specifically listed in the position description but are within the general occupational category and responsibility level typically associated with the employee's class of work;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Advanced knowledge of management and operations in a local correctional facility;
- ◆ Knowledge and technical understanding of critical infrastructure systems essential to maintaining the security and integrity of a correctional institution;

- ◆ Ability to gain an advanced knowledge of Sheriff's Office Administrative and Operations Manual and St. Mary's County Government policies and procedures;
- ◆ Ability to act as a representative of the Office of the Sheriff to the public;
- ◆ Knowledge of the principles, practices and procedures of a detention facility;
- ◆ Knowledge of the laws, statutes, and ordinances of the State of Maryland and St. Mary's County;
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- ◆ Ability to keep the Warden and all senior level managers informed of all major issues and programs and recommend changes as appropriate;
- ◆ Ability to review, evaluate, and initiate appropriate action on technical and legal reports, contracts, and documents concerning detention and rehabilitation center matters;
- ◆ Ability to establish and maintain effective working relationships with upper level managers, county officials, associates, subordinates and representatives from other agencies;
- ◆ Knowledge of electronic resources, including the internet and database information retrieval;
- ◆ Ability to operate relevant computer systems, including hardware and software;
- ◆ Expert ability to work alongside law enforcement personnel, correctional personnel, and civilians and contractual civilians of the Office of the Sheriff.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work is performed in the secure confines of the adult detention and rehabilitation center and requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 30 pounds and/or continual standing or walking of 10%/+ of the time.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress and physical threat which require a range of safety and other precautions, e.g., aggressive human behavior, or similar situations where conditions cannot be controlled.

COMPENSATION/BENEFITS:

Hiring Salary: \$64,501 - \$80,558 (B.O.E) annually.

FLSA: Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Potomac Building
 Third Floor, Dept. of Human Resources
 23115 Leonard Hall Drive, Leonardtown, MD
 Phone: 301-475-4200 Extension 71100 Fax: 301-475-4082
 Jobs Line: 301-475-4200 Extension: 71109
 Email: smchr@stmarysmd.com Website: www.stmarysmd.com

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the Department of Human Resources [\(301\) 475-4200](tel:(301)475-4200), Extension: 71100.

APPLY NOW - <http://www.stmarysmd.com/hro/application/HRApplication.asp>

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.