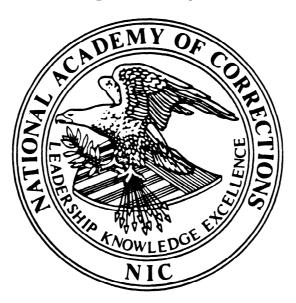
COMPETENCY PROFILE OF JAIL ADMINISTRATOR

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U.S. Department of Justice National Institute of Corrections

> October 26-27, 1988 Boulder, Colorado

JAIL ADMINISTRATOR

... is responsible for providing leadership, guidance, direction and control necessary for operation of a jail facility within accepted professional standards and applicable law.

	Managerial Duties					
A	Establish & Main- tain the Philosophi- cal Direction of the Organization	A-1 Develop & adopt a mission statement	A-2 Implement Policy, procedure & practice consis- tent with missian statement	A-3 Orient all staff to mission statement	A-4 Monitor compliance to agency mission statement	
В	Direct Strategic Planning Process	B-1 Establish a policy for strategic planning process	B-2 Conduct a needs assess- ment	B-3 Define stakeholders	B-4 Establish planning team	B-5 Develop goals & objectives
с	Manage the Budget Process	C-I Define budget prepara- tion process	C-2 Instruct staff & assign budget preparation tasks	C-3 Define statistical informa- tion needs	C-4 Review expenditure patterns	C-5 Project fiscal needs for coming year
D	Manage Information	D-1 Establish policy for informa- tion management	D-2 Conduct an information needs assessment	D-3 Review forms & information format	D-4 Set priorities for information management	D-5 Identify available informa- tion resources
E	Manage Public & Media Relations	E-I Establish a policy for media & public access to facility, staff & inmates	E-2 Develop a plan for public education	E-3 Make public presentations	E-4 Solicit positive press coverage	E-5 Promote positive public relations
F	Establish/Maintain Relationships with Other Govern- mental Agencies	F-I Identify various agencies, roles & relation- ships	F-2 Establish policy & proce- dure concerning interagency communication	F-3 Instruct staff on policy concern- ing interagency communication	F-4 Develop formal & informal networks	F-5 Assess the needs & capabili- ties of the various agencies

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Tasks

B-6 Define parameters of planning process	B-7 Monitor, refine & redirect planning process, as needed	B-8 Approve the final plan	B-9 Educate staff & public on the plan		
C-6 Establish priorities	C-7 Review & approve final proposed budget	C-8 Present budget justifica- tion	C-9 Direct staff on budget implementation	C-11 Monitor budget	C-11 Redirect resources as needed
D-6 Establish controls for access to & dissemination of information		D-8 Determine information storage & purge criteria			
F-6 Respond to inquiries & com- plaints from other governmental agencies					

JAIL ADMINISTRATOR

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	м		policy on inmate	management position for program coordi-	inmate program	available re- sources &	M-5 Establish relationships public & priva social service agencies
programs	-		effectiveness of				



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—— Tasks ——					
G-6 Coordinate with appropriate outside agencies	G-7 Respond to complaints, in- quiries & defi- ciences				
H-6 Assess & address training needs	H-7 Direct staff activities	H-8 Participate in labor-management negotiations	H-9 Train staff in labor contract/ merit system rules	H-10 Enforce labor contract/ merit system rules	H-11 Respond to grievances
J oordinate areas of concern with legal counsel					
K-6 Promote inspections by Sheriff/Director					
M-6 Integrate inmate programs into facility operations	M-7 Establish process for recruitment & selection of program staff	M-8 Estalish process for train- ing & orientation of program staff	M-9 Provide orientation on programs for facility staff	M-10 Provide orientation on programs to inmates	M-11 Monitor program staff for compliance with facility procedures

JAIL ADMINISTRATOR



Worker Traits & Attitudes

Good mannered Tenacious Principled Compassionate Self-motivated Sense-of-humor Flexible Articulate Creative Loyal Committed Humble Assertive Logical Not afraid of failure Thick-skinned Risk-taker Capable of abstract thinking Willing to accept change Patient Willing to be impatient Consistent Resourceful Responsive to others needs

General Knowledges & Skills

Leadership Communication (oral & written) Good interpersonal skills Facilitation skills Good reading skills Good listening skills Organizational skills Knowledge of professional standards Practical application skills Good judge of human character Management/supervisory skills Understand government & correctional judical system Understand dynamics of human behavior Know how to conduct negotiations Good manipulation skills Knowledge of legislative process Knowledge of business management Knowledge of new technologies & automated systems Knowledge of prisoners rights Knowledge of stress management techniques Ability to interpret information Good planning techniques Good problem-solving skills How to audit Interpret bid specifications Know how to delegate responsibilities

Tools & Equipment

Computers Typewriters Dictating machines Two-way radio Pager Telephone General office supplies/equipment

Jail Administrator Panel Members October 26-27, 1988 Boulder, Colorado

Larry Ard Chief Deputy Contra Costa County Sheriff's Office Martinez, CA

Nate Caldwell Director Alachua County Division of Public Safety Gainesville, FL

Russell Davis Major Pima County Sheriff's Department Tucson, AZ Donald Manning Captain Spokane County Sheriff's Office Spokane, WA

Gerry Billy Sheriff Licking County Sheriff's Office Newark, OH

Richard Geaither NIC Jail Center Boulder, CO

DACUM Facilitated By:

Kay Gilley Correctional Program Specialist National Institute of Corrections National Academy of Corrections Nelda Leon Correctional Program Specialist National Institute of Corrections National Academy of Corrections Roger Smith Correctional Program Specialist National Institute of Corrections National Academy of Corrections

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U.S. Department of Justice, National Institute of Corrections National Academy of Corrections

Organized by:

Dr. Dianne Carter President National Academy of Corrections





