
Part One

Administration and Management

Section B

Job Description

Title

Assistant Director

Number

HCDC-1B-02(a)

Effective Date

07-14-08

Revised

05-15-24

PURPOSE

- To create a consistent listing of duties and responsibilities for assigned positions within the administrative department.
- To administer and manage the administrative functions of the facility in a professional and responsible manner, consistent with ethical business practices and legal requirements.

POLICY

The Hall County Department of Corrections shall provide general guidelines concerning the duties and responsibilities for the position of Assistant Director.

SUMMARY

The Assistant Director reports directly to the Director and assists the Director in administrative control of the Hall County Department of Corrections. Works under minimal supervision from the Director and County Board of Corrections. Assumes the duties of the Director in the Director's absence. Duties may be accomplished in a variety of correctional settings and performs related work as directed.

ESSENTIAL JOB FUNCTIONS

This Assistant Director's duties may include, but not be limited to the following duties. The management also reserves the right to modify, adjust, or amend duty assignments without notice.

- Assist the Director of Corrections in the implementation of modern and innovative programs. Assist in research, study, plan and direct various correctional and rehabilitation programs, analyze data obtained, and recommend correctional programs to meet the needs of Hall County.

- Determine and request staff, material and equipment needs for the operations and programs managed to contribute to the formulation and justification of budgetary requests for the facility as a whole; purchasing of departmental supplies.
- Prepare recommendations pertaining to the continuing development, organization and structure of the Hall County Department of Corrections.
- Assist in directing maintenance and repair of Hall County Department of Corrections facility and recommend improvements as necessary.
- Supervise, direct and schedule subordinate personnel; develop performance evaluation standards and procedures, and review and compare work performances of subordinate staff with established standards to determine employee production levels, training needs and appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions; ensures that all subordinate staff comply with Code of Ethics and Code of Conduct to maintain a professional Department.
- Ensures all internal investigations are complete and thorough and submits reports and recommendations to the Director for disciplinary action.
- Consult with facility heads and top level staff to provide guidance, direction, goals and expectations. Confer with and advise subordinate staff to exchange information on and/or explain administrative and program objectives, policies, procedures and standards and to identify the characteristics of work problems and formulate possible solutions.
- Formulate policies and procedures, facilitating jail inspections by State and Federal agencies. Develop and recommend new and revised rules, policies and procedures to respond to changes in operational or program needs, objectives and priorities. To improve the overall efficiency and effectiveness of the operations and programs and to respond to changes in statutes, administrative policy and accreditation standards.
- Investigate discipline and disturbance problems to gather facts to document, report and make recommendations regarding the problem; investigates allegations of misconduct of subordinate staff, prepares necessary reports, refers allegations of criminal behavior to the appropriate law authorities.
- Maintains contact with contract staff, supervisors, and manages and ensures continued compliance with contracts. Oversee operations of contract services and investigates any contract or policy violations. Maintains knowledge of all contracts and a good working relationship with those companies.

- Maintains collaborative working relationship with outside law enforcement agencies and regulatory agencies including police, sheriff, state patrol, federal agencies, jail standards, state ombudsman, health department, and fire department. Oversees audits and inspections and insures compliance with all regulations and standards.
- Oversees the inmate requests and ensures that responsible officers, supervisors, or contract personnel are adequately responding to requests. Ensures investigations are done of all inmate complaints and all responses and actions are properly documented. Responds to appeals or refers them to the Director when appropriate. Maintains direct contact with inmates to address problems and grievances and reports actions to the Director.
- Prepare and analyze statistical data.
- Coordinate activities with all elements to the criminal justice system and the general public.
- Confer with and contact other governmental offices to establish and maintain good public relations.
- Chair and serve on committees to more effectively and efficiently carry out the facilities programs and operations.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Manage subordinate staff. Is responsible for the overall direction, coordination, and evaluation of subordinate staff and facility operations. Carries out supervisory responsibilities in accordance with the department's policies and applicable laws. Responsibilities may include planning, assigning, and directing work; appraising performance; rewarding and disciplining staff; addressing complaints and resolving problems.

KNOWLEDGE, ABILITY AND SKILLS REQUIRED

These will be acquired by a combination of structured classroom training, assigned training modules, annual in-service training, and on-the-job learning opportunities. Regular employee performance evaluations will be reviewed and discussed between the Assistant Director and the Director.

The Assistant Director shall acquire the following: Thorough knowledge of Department Policy and Procedures, rules and regulations; considerable knowledge of Local, State and Federal regulations governing the operation, practices and procedures relevant to the department's missions and goals; the attitudes, problems and behavior of inmate population; security requirements and techniques; budgeting; and personnel management techniques.

The Assistant Director shall demonstrate the ability to: make operational decisions in response to changing conditions and emergencies; supervise and evaluate a large and diverse staff of professionals; interpret rules, regulations, and policies, and to make decisions in accordance with established laws, ordinances, regulations, and policies; understand and advocate management decisions, policies, and procedures that impact on established and proposed long-term goals; establish and maintain effective working relationships with governmental officials and agencies, other employees and the general public under varied circumstances; communicate effectively orally and in writing with persons representing diverse backgrounds, interests and viewpoints to exchange administrative information and to promote agency activities and management decisions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A minimum of a two year degree in criminal justice, social science, or related field is required with preference to a four year degree. Experience in the following: a correctional setting, as a counselor, law enforcement work, military, or with responsibility for individuals in other institutional settings. Demonstrated ability in leading and supervising subordinate employees will be important to the qualification standard.

The Director retains the right to determine, set and implement management organization policies of the Department for selection, training, promotion, transfer and reorganization of employees.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively communicate information, both verbally and written.

COLLECTIVE BARGAINING AGREEMENTS

- Confidential assistant to the Director in negotiating labor agreements.

NECESSARY SPECIAL REQUIREMENTS

- Must be a citizen of the United States and be at least twenty-one (21) years of age or older.
- At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more, from which a pardon has not been received.
- May be required to submit to and successfully pass a substance abuse test.
- Possession of a valid state operator's license.
- Pass a criminal history review at minimum once every three (3) years

Approved and Accepted

Director – Hall Co. Dept. of Corrections

Date