

RECRUITMENT BULLETIN

BIG HORN COUNTY

Attn: Human Resources

P.O. BOX 908

HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
20-08	March 5, 2020	March 27, 2020

POSITION: Detention Center Administrator

LOCATION: Big Horn County Detention Center (Jail), 121 3rd Street West, Hardin, Montana

SALARY: \$32.00 per hour plus benefits

DUTY HOURS: 8:00-17:00, M-F; must be willing to work varied hours; on-call for emergencies

MAJOR DUTIES: Plans, organizes, and directs the activities and operations of the Big Horn County Detention Center (Jail), including but not limited to, correctional and institutional services; security requirements; inmate classification, housing, supervision, recreation, work, and education programs, visitation, and discipline; processes for inmate booking, court appearance, and release; maintenance of facilities, equipment, and grounds; food service; medical, dental, and mental health services; and related services and programs. Formulates and implements objectives and institutional policies and practices consistent with detention facility goals, legislation, County management directives, and operational needs. Writes, revises, updates, and maintains policy and procedure manual for detention facility. Prepares annual budget for Detention Center; monitors and manages all expenses within approved budget. Researches and prepares grant submissions and administration. Maintains detailed records of all Detention Center operations. Prepares a variety of narrative and statistical reports related but not limited to inmate population and characteristics, workload activities, program and facility operations, staff utilization, service provision, and related subjects. Serves as liaison with federal and state review bodies and detention compliance agencies to ensure that County detention facilities and operations are in compliance with regulatory guidelines. Represents Detention Center before community groups as well as government agencies. Oversees all matters relating to personnel, including but not limited to hiring, training, scheduling, appraising, rewarding, and disciplining employees. Responds to emergencies, carries a cell phone, and is on-call. Performs related duties as necessary. Job description available upon request.

QUALIFICATIONS: High school graduate or equivalent and five (5) years' experience in corrections, law enforcement, or criminal justice, including two (3) years' at supervisory level required; minimum of a Command-level certificate from the State of Montana required. Must have knowledge of: laws, codes, ordinances, and policies, which govern the care, detention, and release of prisoners; the use of modern methods and techniques of discipline; principles and practices of adult institutional facility management; effective and efficient personnel management, supervisory techniques, and program budget management; and the rules, regulations, practices of the day-to-day operation and control of detention facilities. Must possess a valid Montana Driver License and must be an insurable driver.

PRE-EMPLOYMENT

TESTING: The successful applicant must undergo pre-employment drug and alcohol testing.

DISTRIBUTION: Statewide.

HOW TO APPLY: Submit a Big Horn County public safety application (include driving record, if from a state other than Montana in last five (5) years) to the Human Resources Office, Room 302 of the Big Horn County Courthouse or to the mailing address listed above. For more information, contact (406) 665-9735 or rjohnson@bighorncountymt.gov

DEADLINE: Applications must be received or postmarked no later than the close of business on the closing date specified above.

BIG HORN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. NOTHING IN THIS RECRUITMENT BULLETIN IS INTENDED TO GUARANTEE CONTINUED EMPLOYMENT. IF YOU ARE CLAIMING PREFERENCE, PLEASE SUBMIT PROOF WITH YOUR APPLICATION.

Publish: February 27, 2020

Bill to: Big Horn County Detention