



CLASS SPECIFICATION

Class Code: 60002223
Date Established: 06/1998
Last Reviewed: 10/2022
Last Revised: 10/2022
Last Title Change: 07/2018
FLSA: exempt
Probation: 12 months

DIVISION MANAGER – DETENTION

DEFINITION

Under general direction, manages the daily operations of the Washoe County Sheriff's Office Detention Operations Bureau which includes Inmate Booking, Central Control Operations, Programs, and Services; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in business administration, public administration or a closely related field AND three years of full-time supervisory experience in detention operations or a closely related area; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Possession of, or ability to obtain within six months of date of appointment, current certification on the NCIC/NCJIS criminal history information system.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage and direct the operations and activities of Inmate Booking, Central Control Operations, Programs, and Services; develop, plan, coordinate, implement, and evaluate policies, procedures, goals, and objectives.

Oversee recruitment, hiring and assignment of division personnel according to the needs of the department. Work directly with Human Resources regarding hiring practices and personnel issues: participate in promotion and hiring interviews; supervise assigned staff which includes providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Serve as primary resource for information regarding policies, procedures, and operations of the detention facility, handle inquiries on the telephone via email and in person, provide information, resolve complaints.

Develop, administer, and monitor the division annual budget to include multiple cost centers. Evaluate budgetary needs including recommending and monitoring expenditures for designated accounts, reviewing financial condition of assigned programs, and recommending/initiating corrective action to ensure financial integrity.

Analyze and evaluate the impact of changes in local, state, and federal policies and regulations, and develop procedures that ensure the detention facility is in legal compliance.

Evaluate the overall effectiveness of the divisional programs and services; collect and analyze statistical data and recommend program changes or additional programs that result in the efficient achievement of goals and objectives; prepare and present written and oral reports/presentations.

Negotiate contracts for services; interact with representatives of employee associations, County legal advisors and Risk Management. Facilitate the exchange of information with other Captains/managers regarding changes in policy, procedure, or protocol to promote consistency of operations within and between units, divisions and bureaus.

Represent the Sheriff's Office in a professional manner on committees, boards, and community meetings.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County and Sheriff's Office policies and procedures.

Federal, state, and local laws, statutes, codes, and regulations pertaining to a detention facility.

Policies and procedures related to detention operations.

Methods and techniques of data collection and report preparation.

Software programs, and equipment unique to area of assignment, including NCIC/NCJIS.

Budget development methods and techniques.

Ability to:

Effectively supervise, evaluate, and motivate the performance of assigned staff.

Operate computer software programs used by the detention facility.

Plan, coordinate, and direct assigned functions and activities with optimum efficiency.

Prepare budget recommendations based on the needs of detention facility operations.

Entry Level: *(Applicants will be screened for possession of these through written, oral, performance, and other evaluation methods.)*

Knowledge of:

Principles and practices of supervision including motivating and coaching employees, facilitation, and progressive discipline.

Detention facility operations.

Fundamental budget development and control techniques.

Principles and practices of program management.

Ability to:

Analyze data and develop and implement appropriate recommendations.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Interpret and apply pertinent laws, regulations, policies, and procedures.

Communicate effectively, both orally and in writing.

Analyze and evaluate statistical data and prepare accurate reports.

Communicate in a clear, concise manner, both orally and in writing, using correct grammar and word usage.

Make effective presentations before committees, boards, commissions, and other groups.

Deal effectively with a diverse group of individuals from different socioeconomic backgrounds under stressful situations such as arrestees, inmates, deputies, civilian staff, and the public.

Maintain effective working relationships with representatives of state, federal and local agencies, professional groups, departmental staff, and those contacted through the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a detention facility environment. Ability to lift 20 lbs. Ability to operate a personal computer, printer, copier, calculator, optical imaging equipment, and fax machine.

Successful candidates for the Sheriff's Office must submit a set of fingerprints and a personal history statement and must pass a background investigation and a Computerized Voice Stress Analysis (CVSA) examination.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.