

The logo for Cumberland County, Maine, features the word "Maine" in a stylized, orange cursive font at the top. Below it, the words "Cumberland County" are written in a black, sans-serif font. "Cumberland" is in a smaller size, and "County" is in a larger, bold size.

July 16, 2018

## HUMAN RESOURCES DEPARTMENT

### JAIL ADMINISTRATOR (MAJOR) – CUMBERLAND COUNTY JAIL

**Cumberland County Government has a full time, 40 hour a week, opening for a Jail Administrator.**

Picturesque Cumberland County is the State's most populous county having a population of 289,977. Its largest city is Portland and the county geographically extends from Casco Bay to the Lakes Region. Cumberland County has the second largest body of water in the state, Sebago Lake, which provides numerous recreational opportunities. The County is the economic and industrial center of the state, having a strong corporate presence of major domestic and international companies. The County has over 406 dedicated employees, all focused on providing the best customer service to County residents. Cumberland County is represented by five elected county commissioners and the county manager runs the daily operations.

**JOB PURPOSE:** Meets Cumberland County Sheriff's Office correctional responsibilities by administering, managing, operating, & controlling all activities of the 570 bed direct supervision jail and a 58 bed community corrections center in compliance with Maine law, jail standards, professional correctional practices, Prison Rape Elimination, and American Correctional Association Standards for adult local detention facilities. Work includes budgeting, planning, organizing, directing, and coordinating the security programs and classification of inmates.

**QUALIFICATIONS:** Five (5) years as upper level manager in a corrections setting or other related criminal justice, or law enforcement required. Experience working in a direct supervision environment as a supervisor or manager. Undergraduate degree in Criminal Justice or related academic degree, and related job training for an administrative position in a correctional setting, or equivalent (3 years experience for each year of college) required. Must understand the full range of correctional facility operation. Completion of pre-assignment training level A and post assignment training level B, or law enforcement certification preferred. Completion of Maine Criminal Justice Academy Basic Corrections Course, or approved waiver. Completion of the administrative staff training and forty (40) hours additional training each year is required. Selected candidate must be able to successfully complete a polygraph examination and pre-employment assessment. Criminal Justice management certificate preferred, if not done upon hire must be completed within 18 months of hire. Familiarity with ACA accreditation, Prison Rape Elimination (PREA), and experience in law enforcement preferred.

#### MAJOR RESPONSIBILITIES:

- **Ensures a quality operated corrections facility** by managing the daily operation of a 570 bed direct supervision jail and 58 bed pre-release center. Must be able to work outside normal scheduled work hours when needed to attend meetings and during emergencies.
- **Ensures a well run facility** by developing, implementing, monitoring, and ensuring compliance with policies and procedures for the jail and support functions.
- **Ensures compliance with the Maine Department of Corrections Standards for county jail operations** by developing and implementing a system to ensure the same. Ensures that inmate constitutional rights are met.
- **Ensures a safe and secure jail operation for staff and inmates** by creating a staffing plan that provides the appropriate number of security staff without excessive expense.
- **Maintains efficient jail operations** by recognizing inefficient procedures and methods and correcting them in the most technological efficient manner.
- **Assists the Sheriff's Office** by searching for revenue opportunities to include researching and applying for grant funding for various pieces of equipment or new programs.
- **Meets County's goal** by maintaining compliance with the American Correctional Association Standards and Prison Rape Elimination for adult local detention facilities, and remain in compliance on a daily basis.
- **Maintains staff** by being responsible for the recruitment, selection, orientation, and training of staff.

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- **Maintains staff job results** by coaching, counseling, disciplining staff members, planning, monitoring, and appraising job results by being available to meet with staff on all shifts.
- **Achieves financial objectives** by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions; holding staff responsible for their part of the budget.
- **Ensures quality training** by developing an annual training plan for all correction division employees.
- **Ensures quality programs** by developing and coordinating the long and short-term inmate program plans.
- **Ensures proper records** by establishing and monitoring all records, security, inmate classification, inmate programs, and activities.
- **Ensures proper medical services** by managing the inmate medical services contract.
- **Handles public relations** by communicating with the community and press on a daily basis.
- **Handles labor relations** by serving as a member of the sheriff's collective bargaining team assisting the establishment of bargaining goals and in evaluating union proposals.
- **Ensures legal compliance** by maintaining a working knowledge of contemporary correctional philosophies, freedom of information laws, emergency correctional caseload, criminal law, court proceedings, and county and state governmental organization.
- **Maintains professional and technical knowledge** by attending educational workshops; establishing personal networks; participating in professional societies.
- **Contributes to team effort** by accomplishing related results as needed and attending weekly Sheriff's Office staff meetings.
- **Supports the county's safety and health policies** by attending required safety training programs; reporting all accidents, and suspected safety hazards to supervisor.
- **Fulfills job function** by participating as an active member in training; participating on county task forces and performing other responsibilities as assigned.

Cumberland County offers an excellent and comprehensive benefits package and is proud of its talented and dedicated workforce. Come join our team and culture of engaged employees. Our strong management team is dedicated to providing employees with inspiring leadership, a positive and friendly workplace, support, encouragement and the necessary tools for success. We offer tuition reimbursement, wellness program, and professional development and training opportunities. Pay range \$75,153 - \$106,720, depending on qualifications and experience.

Applications will be accepted until **4:00PM on Monday, August 20, 2018.**

Interested applicants please submit a cover letter, resume, PREA form and Employment Application (both forms available on the Cumberland County website: [www.cumberlandcounty.org/Jobs](http://www.cumberlandcounty.org/Jobs)) via mail, fax, or email to:

Human Resource Department  
142 Federal Street, Suite 110  
Portland, Maine 04101  
[jobs@cumberlandcounty.org](mailto:jobs@cumberlandcounty.org)  
FAX: 207-871-8378

*Cumberland County is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected Veteran status.*