

CLASSIFICATION ADDENDUM

Job Title: Jail Operations Supervisor

Classification Specification: Supervisor/Associate Manager

Barg Unit: Non

Pay Grade: C45

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Jail Operations Supervisor directs the day-to-day operation of the Springfield Municipal Jail. Supervises staff; formulates facility procedures; monitors the jail bed leasing program with other jurisdictions; participates in the development and management of the facility budget; develops, implements and evaluates programs for the jail; coordinates activities within the jail; establishes and maintains policies and procedures; monitors jail facility and conducts investigations; directs and manages the inmate grievance process; takes corrective action for inmate breach of discipline; responds to citizen complaints and requests for information; recommends corrective action as needed to resolve issues; ensures that the Chief, Captains, and other appropriate staff are fully and accurately informed of all unusual, serious or difficult problems; provides assistance to Command staff on matters pertaining to administrative activities, including the preparation of varied and complex reports, budget preparation, contracts, surveys, statistical data and daily operational reports; coordinates, conducts, and ensures that staff receive training, particularly in areas of statutory responsibility, legal liability, and facility policy and procedure, as well as personal safety. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of criminal justice or related with progressively responsible experience in criminal justice, including supervisory or lead experience.

Licensing Requirements:

- A valid Oregon Driver's license at time of appointment;
- DPSST Advanced and Supervisory Certification as a Corrections Officer or ability to obtain within twelve (12) months from appointment.

Note: Must be 21 years of age or older, and a US citizen with no convictions that could have resulted in a sentence to a federal or state penitentiary.

Knowledge:

- Court procedures and processes, police operations and the criminal justice system;
- Municipal jail operations, intent and philosophy.

Skills: *(Demonstrated skill in performing the following)*

- Effectively deal with behavior and adjustment problems of adult inmates;
- Making decisions independently in accordance with established policy and procedures.

Essential Characteristics and Duties Addendum

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Medium to Heavy Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Incumbents in position must use sufficient strength to enable the incumbent to sprint, jump, or physically overcome resistance when chasing, apprehending, or subduing inmates, or to lift and carry injured or intoxicated persons short and long distances.

Travel as required. Police Department employees hired after June 1986 must refrain from the use of tobacco products while on duty.

Addendum History

Created: 2012.01