

TOM GREEN COUNTY
POSITION CLASSIFICATION DESCRIPTION

Class Title:	Corrections Major	Reports To:	Sheriff Chief Deputy
Class Code:	3218	FLSA:	Exempt
Job Title:	Jail Commander	EEOC Code:	PS
Dept:	Sheriff (Jail)	Revision Date:	08/01/2023

Class Summary:

Under administrative direction, plans, organizes, directs, and evaluates correctional programs and operations for the Tom Green County Jail.

The position in this classification functions as the commander of the Tom Green County Jail and reports to the Sheriff's Chief Deputy

Essential Duties and Responsibilities:

Provides leadership and direction to supervisory and operational support staff in the Tom Green County Jail; evaluates staff performance and provides constructive feedback to direct reports.

Prepares objective, valid, and timely performance evaluations of staff for review by the Sheriff.

Participates in the interviewing and selection of new employees, including identifying and recommending the best candidate for the position.

Provides direction and guidance on the development of Jail training and staff development programs; reviews and approves training curricula developed by staff; conducts classroom-training sessions.

Answers policy, procedural, and/or technical questions from employees.

Ensures adherence to established policy and procedures for jail management and safety.

Conducts jail inspections to ensure the facility remains in compliance with federal and state regulations concerning fire, safety, health, sanitation, and offender incarceration.

Reviews and approves purchase requests in accordance with County policies and procedures.

Monitors and ensures compliance with Texas Commission on Jail Standards, state and Federal laws as they relate to the jail and persons in custody.

Prepares and administers the annual budget; presents Jail budget requests in Commissioners' Court hearings, as needed.

Essential Duties and Responsibilities: (Continued)

Provides testimony in court, as required.

Prepares a variety of regulatory and administrative reports as assigned.

Orders supplies and equipment as needed.

Negotiates, prepares, and presents contracts in relation to jail operations.

Works with I.T. to maintain department website(s).

Performs a variety of clerical work of considerable difficulty and operates a variety of equipment including computers, FAX and fingerprint devices, radios, intercom systems, central controls, telephones, and fire extinguishers.

Attends meetings, seminars, and conferences; performs other duties, as assigned.

Advises subordinates concerning policy and direction; trains as necessary.

Conducts reviews of all incident reports detailing all incidents and occurrences in the jail.

Performs research and develops long-range planning objectives.

Responds to request for information from outside agencies.

Confers with the Chief Deputy and Sheriff in selection, training, discipline, and dismissal of subordinate employees.

Monitors existing physical and mental health care services provided within the facility by outside providers to include safety of independent employees, adherence to jail policies, and maintaining required medical records.

Performs other duties as required.

Remains on call at all times to respond to emergencies at the Jail.

Regular and punctual attendance is required.

Knowledge, Abilities, and Skills:

Knowledge of federal and state jail standards and regulations; knowledge of the principles and practices of effective employee training and supervision; knowledge of contemporary management practices; knowledge of training curriculum development and presentation principles and practices; knowledge of corrections facility operations, department procedures and policies, first aid and CPR techniques; knowledge of budgeting and regulatory reporting procedures.

Ability to plan, organize, direct, and implement processes or operational activities; ability to provide effective supervision and training to Jail facility staff; ability to analyze operational problems and issues and develop effective solutions; ability to make sound decisions in stressful situations and react quickly and calmly during emergencies; ability to manage disruptive, violent, and assaultive offenders; ability to operate computers, radios, security and office equipment; ability to perform first aid and CPR in accordance with training and accepted procedures; ability to prepare clear and concise reports.

Skill in oral/written communication and interpersonal relations.

Physical Requirements and Work Setting:

Works in a well-lighted, air-conditioned environment; prolonged periods of sitting and periodic walking, standing, bending, and reaching; subject to loud noises and potential exposure to pathogens and diseases; subject to verbal abuse, physical assault, and other potentially dangerous situations; visual acuity, hearing ability, and manual dexterity required. Occasional lifting up to 25 lbs.

Education and/or Experience Required:

Two years of administrative, office management, or equivalent experience in corrections or law enforcement, which included supervisory responsibilities.

Certificates and Licenses:

Licensed as a jailer in the State of Texas (Texas Commission on Law Enforcement)

Completion of Jail Administrator Examination (TCJS) is preferred.

This document is based on the job description(s) for positions in this classification and is maintained by the TGC Human Resources Department.