

**Comal County  
Job Description**

**Job Title:** Jail Administrator  
**Department:** Jail  
**Employee Name:**  
**Salary:** Unclassified  
**Location:** Comal County  
**FLSA Status:** Exempt  
**Approved Date:**

**Job Code Number:** 0340  
**DOT Code:**  
**Employee ID:**  
**Reports To:** Sheriff  
**Prepared By:** Human Resources  
**Approved by:** Commissioners Court

**SUMMARY**

Administers and provides leadership to jail programs to ensure safety and security inside the Comal County Jail. Responsible for the administration of custodial, treatment, education, personnel and business programs necessary for the operation of a jail facility. This position will assign and direct subordinates, ensuring that all policy, rules, regulations, orders, procedures and directives are enforced and implemented. The Jail Administrator will communicate regularly with federal, state, county and local officials. This position requires a thorough knowledge of law enforcement and jail standards and procedures. Acts on behalf of the Sheriff in all matters relating to the jail.

**SUPERVISION RECEIVED**

Works under the general supervision of the Chief Deputy.

**SUPERVISION EXERCISED**

Generally responsible for the supervision and management of all Corrections employees and all inmates in custody.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Supervises, directs and evaluates the work of the Correctional Staff, Facility Maintenance and Records Management personnel; plan and assign the work of subordinate personnel.
2. Supervises compliance of the Texas minimum jail standards.
3. Plans, coordinates, and implements security and custodial programs, develops and evaluates programs to promote inmate welfare and improve correctional services; analyze data and institute changes necessary to ensure proper and efficient management of Corrections Facilities.
4. Plans, writes and supervises Jail Standard Operating Procedures.
5. Resolves routine departmental problems in accordance with established policies and procedures; coordinates correctional activities with state and local law enforcement agencies, judicial systems and the general public; responds to complaints or requests from inmates, families, attorneys or the courts concerning inmate status or the actions of correctional staff; prepare

required reports and composes correspondence as necessary.

6. Administers the budget by identifying costs, requesting sufficient funding for efficient operations, monitoring expenditures, instituting cost control measures and pursuing potential sources of revenues and grant opportunities; operates within approved budgetary guidelines.
7. Manages and supervises Jail policies and procedures; makes routine and non-routine inspections of the facility to ensure procedures are equitably and properly enforced and programs delivered as scheduled and assigned; oversees compliance with Federal, State and local statutes regarding facility operation and administration.
8. Final appellate on inmate grievances and disciplinary reviewed board actions.
9. Counsels employees and has final authorization on personnel disciplinary matters resulting in less than termination.
10. Reviews and manages public and media information for the Jail.
11. Reviews all publications and disseminates information in reference to Jail operations to the employees.
12. Attendance is an essential function of the job.

#### **MANDATORY QUALIFICATIONS:**

##### **EDUCATION and/or EXPERIENCE**

High School diploma and specific requirements by the Texas Commission on Law Enforcement. This individual must possess a thorough knowledge of law enforcement and jail procedures and practices. Five (5) years of supervisory experience in law enforcement and/or corrections is required.

##### **SUPERVISORY**

Work requires supervision and monitoring work performance through the assistance or other supervisors or administrators, program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

##### **CERTIFICATES, LICENSES, REGISTRATION**

Other specialized job requirements include a Texas Peace Officer license and a Texas Jailers license. If not already current and issued by the Texas Commission on Law Enforcement (TCOLE), a Texas Peace Officer license must be secured prior to hire and a Texas Jailers license must be secured within one (1) year of hire. Must be able to pass TCOLE Jail Administrator Exam within six (6) months of hire.

#### **DESIRED MINIMUM QUALIFICATIONS:**

##### **LANGUAGE SKILLS**

Ability to read, write and understand the English language.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, divide and calculate percentages.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **OTHER SKILLS AND ABILITIES**

- Must be able to meet TCOLE and Department requirements for psychological and medical examinations.
- The individual should possess considerable knowledge of state and local laws and regulations pertaining to the operation of a correctional facility.
- Considerable knowledge of correctional institution management practices of administration and execution of the legal process.
- Considerable knowledge of research and analytical methodologies as they pertain to residential correctional operations and penology.
- Knowledge of the principles and methods used in public budgeting.
- Ability to plan, assign and evaluate the work of subordinate facility staff members.
- Ability to develop, implement and evaluate programs established to meet departmental goals and objectives.
- Ability to communicate effectively both orally and in writing.
- Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.
- Ability to establish and maintain effective working relationships with law enforcement and governmental officials, co-workers and the general public.
- Other specialized job requirements include fingerprinting and computer use.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Must be physically fit and pass a physical exam by a medical doctor. In order to meet the physical demands of the job (handling of violent prisoners, etc.) must have full use of extremities.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position has been identified with possible risk of exposure to bloodborne pathogens and/or other various hazards that require immunization against such exposure.

The noise level in the work environment is usually moderate.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Approval: \_\_\_\_\_  
(Supervisor or Department Head)

Approval: \_\_\_\_\_  
(Commissioners Court)

Effective Date: \_\_\_\_\_

Revision History \_\_\_\_\_

Acknowledgement of employee: \_\_\_\_\_  
(Printed Last Name, First Name, MI)

Signature of employee: \_\_\_\_\_

