



RYAN BOEHMKE, SHERIFF
County of Iron - Office of the Sheriff
Courthouse - 2 South Sixth Street - Suite 18
Crystal Falls, Michigan 49920-1413
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IRON COUNTY SHERIFF'S OFFICE
JAIL ADMINISTRATOR

Position: Jail Administrator/Lieutenant

GENERAL DESCRIPTION:

A member of the Command Staff at the Sheriff's Office will be responsible for all activities within the County Jail. Areas of responsibility will include but are not limited to: supervision of all Sheriff's Office staff, safety and security of both staff and inmates, security of facility as well as inmate service, programming, staffing, budget and purchasing.

SUPERVISION EXERCISED:

Work performed under the direction of the Sheriff / Undersheriff or designee.

ADMINISTRATIVE RESPONSIBILITIES:

Develop, administer and be familiar with all policies involving the operation of the jail.

Responsible that training requirements are met by Corrections Deputies and staff (LCOTS).

Responsible for work performance of Correctional Officers.

Supervise operations and staffing of all shifts.

Document personnel disciplinary procedures and be involved in discipline actions up to and including termination.

Assure timely submission of various recurring reports, including NUMI, Banker, NorthCare (MAT), and BCBS.

Schedule and oversee MDOC inspection process in jail.

Attend periodic meetings with Command and Correctional Staff.

Answer all inmate grievance complaints in a timely manner.

Assist in preparation and administration of jail budget.

Administrate all contracted service contracts pertaining to jail.

Oversee food service operations of the jail to ensure that kitchen operations and meals meet Department of Corrections requirements.

Oversee Live Scan, jail inmate booking record and maintenance of JailTracker/Mugshot system.

Be available to assist Correction staff with daily operations.

When off duty, be available for contact to assist Corrections staff.

Be responsible for Inmate Welfare.

Make periodic contact with inmates and assist with in-house problem solving.

Initiate and coordinate program services for inmates including counseling, education, recreation and MAT.

Responsible for miscellaneous support activities (maintenance, recreation, etc.)

Responsible for short- and long-range planning of jail operations. Manage and evaluate the effectiveness of program and staffing.

Monitor health and dental care for residents.

Supervise intake diagnostic and referral services and orientation of newly incarcerated inmates.

Coordinate activities of public agencies and volunteers providing services to inmates.

Respond to inquiries from other agencies or institutions regarding inmate rehabilitation.

Screens and selects inmates for work programs such as community service and trustee status.

Other responsibilities may be delegated by Undersheriff / Sheriff.

EMPLOYMENT QUALIFICATIONS:

Preference will be given to the following qualifications:

Education:

Associates degree or relevant correctional experience.

Experience:

Five years in Criminal Justice/Judicial Field.

Prior supervisory, administrative responsibility or related work history.

Other Requirement:

Successful completion of the MSCTC academy if not already certified.

OTHER REQUIREMENTS:

Citizen of the United States.

Reside in Iron County within 90 days of hire.

Must not have been convicted of a felony or other crime that might question the individual's credibility or character.

Ability to communicate effectively with Sheriff, Undersheriff, department personnel, inmates, attorneys, physicians, county/state/federal officials, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as in public speaking situations.

Ability to manage and direct a group of workers; ability to supervise, counsel and mediate; ability to persuade, convince, and influence and train others; ability to advise and interpret the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Ability to prepare policies and procedures, statistical reports, graphs, surveys, various studies, annual reports, memorandum, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Must pass an extensive background investigation.

Must possess a valid Michigan Operator's license.

Must be mentally and emotionally stable, well suited for correctional duties.

Must be in good health, adequate to perform the required duties such as subduing unruly inmates, breaking up fights or lifting subject onto a stretcher.

Possess the ability to remain composed in emergency situations.

Be able to work effectively with other officials, employees and the general public.

Have ability to direct, supervise, counsel and mediate.

SALARY:

Starting salary range \$58,000-\$66,000 based upon experience and qualifications.

Interested applicants must submit a resume and/or application along with a letter of interest to Sheriff Ryan Boehmke 2 South 6th Street Suite 18, Crystal Falls, Michigan 49920. Accepting applications and resumes until the position is filled.

In compliance with the Michigan Statutory provisions of the Office of the Sheriff, the Sheriff of Iron County reserves the right to make the final decision in regard to both the application of these requirements and the hiring of an appropriate applicant for this position.