**Overview:**

There is one opening with the Yakima County Department of Corrections. The Administrative Division Chief is directly responsible for professional leadership, technical administration, management coordination and direction of the Department's Training, Recruitment and Records Divisions. This position oversees the day-to-day operations within the Division, while dealing with confidential labor management issues. Oversees and supervises all employees assigned within those Divisions providing leadership and direction. Develops policy and procedures and ensures compliance in accordance with ethical and professional standards along with constitutional requirements. Participates in the selection, hiring, termination and recommended discipline for subordinates as necessary within established policies and contractual guidelines.

***This recruitment may be used to fill future vacancies that occur within 90 days of the closing of this position.*** (This excludes Yakima County Sheriff's Office and Department of Corrections)

**Responsibilities:**

**Training/Recruitment -** Plans, administers, organizes, coordinates, monitors, and evaluates training schedules, staff training plans, programs, and classes.  Conducts, analyzes, and identifies specific resources needed. Develops hiring plan for operational readiness.  Coordinates with Human Resources in all facets of the recruitment process to include: initial request to post for vacant positions, job announcements, radio and classified advertisements, application review and interviews.  Coordinates with Administration Office Supervisor on job vacancies and monitors, administers, and implements Personnel Control Numbers (PCN) for each funded position. Reviews and approves training requests.

**Supervision / Oversight -** Supervises, directs, and manages the work of subordinate supervisors and staff; ensures accountability of subordinate staff in the performance of their duties.  Meets with supervisors on a regular basis to discuss objectives and goals.  Assists in the development of the department's budget and manages the expenditures within the Division.  Develops Departmental goals and objectives.  Facilitates the performance evaluation of assigned personnel.  Monitors the training of employees to meet current and projected demands.  Participates in the review and modification of the Department's organizational structure.  Confers with government officials, community partners and the general public on issues and concerns.  Represents the department at various meetings, providing public presentations to promote the Department's program goals and objectives.  Acts as an auditing officer for the department; responsible for validating and approving department expenditures.

**Records -** Organizes, coordinates, and evaluates the processes within the Records Division.  Revises and develops policies by researching applicable laws, regulations and jail standards and ensures that policies are placed into proper format and disseminated for use.   Responsible for the inventory and issuance of keys, employee Identification badges and uniforms to DOC staff.  Approves requisition expenditures for the purchase of uniforms and all uniform accessories.

**Facilities Services Coordination -** Coordinates, reviews, and approves security clearance in all DOC facilities and secured areas for DOC employees, subcontracted employees and volunteers working closely with the Human Resources Department.  Responsible for communicating security clearance suspension/termination notices department wide.  Plans, administers, and monitors Facilities Services work orders for all DOC facilities.  Conducts walkthroughs and facility inspections for maintenance, safety and security issues and reports to Director and Deputy Director any facility issues and repair costs.  Responsible for inventory of all DOC equipment issued and monitored with asset tags.

**Emergency Management and Preparedness -** Develops, administers, and maintains the Emergency Management plan for DOC.  Works closely with assigned subordinate staff in the completion and execution of the Plan.  Directly supervises the Facility Emergency Coordinators and works closely with other emergency officials within the county.

Serves as Division Chief over other areas within the Department in the absence of another Chief.

Performs other duties as required.

**Qualifications:**

**Experience and Training requirements**: Bachelor’s Degree in criminal justice, Business Administration, Human / Social Services, or related field plus Five (5) years of progressively responsible experience in a corrections services setting of which two (2) years must be within a supervisory and managerial capacity or equivalent. NOTE: Current Yakima County employee applicants may be subject to the Promotion-Demotion-Posting-Trial Period-Transfer requirements of their bargaining agreement.

**Required:**

A Valid Washington State Driver's License and proof of insurance, if requested

Successful completion of thorough background investigation to include:  fingerprinting, complete criminal record investigation, financial background review and general employment verification. Pre-Employment drug testing.

**Preferred**:

Bachelor's degree in Criminal Justice, Business Administration, Human / Social Services or related field.

Management experience in a correctional setting

Law enforcement experience

**Knowledge:**

Supervisory theories, practices, and principles of organizational management

Project management, public administration, and financial management

Applicable terminology, laws, rules and regulations governing area of assignment

Customer service techniques and team building concepts

**Skills (and abilities):**

Operating office equipment and computers utilizing related software applications

Basic understanding in the use of relational databases

Determining priorities and making critical decisions; developing initiatives and projects

Supervising, teaching, coaching, monitoring, and evaluating staff

Developing, writing, applying, and implementing County and Departmental policies and procedures

Solving problems, resolving conflict and team building

Applying principles of financial and resource management in budgeting and participation in contract negotiations. Giving public presentations, public speaking and facilitating meetings

Researching, enforcing, and mediating laws, codes, ordinances, and regulations

Providing technical expertise within the area of responsibility

Establishing and maintaining effective interpersonal relationships with County and other officials, at all organization levels and with the public

Communications, oral and written, sufficient to exchange or convey information and to give and receive work direction.

**Equipment Used:** Phone, Computer, Fax, Printer, Copier, Two-way radio, PDA, Calculator, passenger vehicle.

**Working Conditions:** Excessive noise, Bending, Ability to multitask, Carrying, Confidentiality, Handling, Ability to work under pressure, Lifting, Ability to articulate and communicate information in conversations, Pathogen exposure, Pulling, Ability to follow written instruction, Pushing, Travel, Reaching, Hearing, Hearing, Sitting, Smelling, Work in locked down facility(s), Standing, Talking, Walking Visual Acuity, Fingering.

**“AN EQUAL OPPORTUNITY EMPLOYER”
Minorities, Females, Protected Veterans and the Disabled are encouraged to apply.**

Yakima County ensures equal employment opportunities regardless of a person’s age, color, creed, sensory, mental or physical disability, genetic information, marital status, national origin, political belief, race, religion, sex, sexual orientation, and military status, or any other protected status under federal or state statute.

**PAY TRANSPARENCY NONDISCRIMINATION PROVISION**
The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish the information.

Disabled applicants may request accommodation to participate in the job application and/or selection process for employment. Please contact Human Resources for further information.

**Yakima County is a qualified Public Service entity for the Public Service Loan Forgiveness Program. For more information, go to** <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service> **or contact your federal loan servicer.**

**In compliance with the Immigration Reform and Control Act of 1986, Yakima County will hire only United States citizens and aliens lawfully authorized to work in the United States.**

**Yakima County is an E-Verify Employer.**