



Grant County Employment Application

Detention Administrator

Name: _____

Preferred Name: _____

Phone Number: _____

E-mail Address: _____

Position closes: **Friday, October 1st @ 5 pm**

READ the following information before completing this application:

- All information contained on this application is subject to verification.
- A background investigation is required of successful applicants.
- Any omission, misstatements, or falsifications will be cause for rejection of this application, elimination from further completion, removal of your name from an eligibility list or discharge from employment.
- Information provided on this application and during the application process may be subject to public disclosure pursuant the New Mexico Inspection of Public Records Act, NMSA (1978) § 14-2-1, *et seq*
- The information provided by you on this application will used to determine your qualifications for employment.

Detention Administrator

The attached documents must be filled out completely and returned to the County Manager's Office. The County Manager's office is located in the Grant County Administration Building. This is a *summary of instructions* and you must complete every question for the specific job you are applying.

1. The **application** should be filled out completely. All applications taken by this entity are by law public record and will be handled as such. Make sure that you sign and date the application.
2. Read the **Position Specifications** carefully. All items must be read and answered whether you *can or cannot* perform duties.
3. You are welcome to attach copies of any relevant training or coursework to your application.
4. Attach a copy of your driver's license.
5. Attach a letter of interest and resume
6. Please attach a copy of your military release DD 214 form if identifying as a Veteran.



Title: **Detention Administrator**
FLSA: At-Will / Exempt position / Exempt from Bargaining Unit
Reports to: County Manager
Salary: Commensurate upon experience and qualifications
Position Closes: **Friday, October 1, 2021 @ 5 pm**

Summary: Under the direction of the County Manager, provides strategic leadership, management organization, direction, and supervision of all operations and activities of the Grant County Detention Center. Demonstrate strong, ethical, professional and service oriented leadership. Responsible for the training, performance management, and morale of the Detention Center staff. Exercises independent judgment and discretion; develops and administers the Detention Center budget; formulates administrative policies and develops comprehensive plans to serve the current and future needs of the County for criminal incarceration, treatment, correction, behavior modification and community reintegration.

Qualifications Required:

- Bachelor's degree in a relevant field from an accredited four-year college or university.
- At least three years of increasingly responsible professional experience in a detention center of comparable size, including at least five (5) years of senior-level administrative and management experience; or an equivalent combination of education and experience that demonstrates an ability to successfully discharge the responsibilities of the position.

Preferred Qualifications:

- Experience with Collective Bargaining Unit
- Ability to communicate in Spanish

Benefits:

- Paid vacation, sick leave and paid holidays - PERA retirement plans
- Health, vision and dental insurance paid at 100% for full-time employees and a 100% for their dependents up to the age of 26.



Detention Administrator Supplemental Questions

I understand that in order for my application to receive consideration in the selection process, I must complete the following Supplemental Questions and provide concise but detailed answers.

1. Which best describes your level of education?

High School Diploma or GED
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Doctorate

2. Bachelor's degree in a relevant field from an accredited four-year college or university.

Yes No

If you answered "Yes" to the question above, attach a copy of your diploma

3. Possess at least three (3) years of increasingly responsible professional experience in a detention center of comparable size, including at least five (5) years of senior-level administrative and management experience; or an equivalent combination of education and experience that demonstrates an ability to successfully discharge the responsibilities of the

Yes No

If you answered "Yes" to the question above, include the names of the employers where you gained the experience in the employment section of the application

4. Experience with Collective Bargaining Agreements

Yes No

If you answered "Yes" to the question above, include the names of the employers where you gained the experience in the employment section of the application

Essential Duties:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

(Please use your initials to indicate whether you are or are not capable of performing each duty listed below, with or without reasonable accommodation.)

Yes

No

- | | | |
|-------|-------|--|
| _____ | _____ | Organize, direct, supervises, and coordinate all activities of the Detention Center to provide advanced, high-quality detention services for Grant County; ensures the safe, secure, effective and efficient provision of services including but not limited to: developing plans to meet current and evolving community needs such as increasing facility capacity, developing alternative approaches to incarceration, reducing operating costs, developing approaches to reducing recidivism, evaluating the subcontracting of non-core services. |
| _____ | _____ | Responsible for job assignments, evaluations and discipline of personnel; follows County, departmental and statutory policies and procedures when dealing with personnel matters. |
| _____ | _____ | Establish operational standards for the detention center. Ensures that relevant education and professional development opportunities are provided for all employees. Strives to continuously improve the professional capacity of the staff. Ensures compliance with applicable safety regulations and policies. |
| _____ | _____ | Consult with the County Manager, the County Manager's staff, the Judiciary, the probation officers, and department heads of problems relating to meeting the needs of the community for safe, clean secure and modern detainee incarceration. Confers with officials and community groups and conducts public relations campaigns to present need for changes in laws and policies and to foster improvements in inmate rehabilitation to break the cycle of criminality. |
| _____ | _____ | Serve as the technical and professional advisor to the County Manager, County Board of Commissioners, and other committees/boards on all matters relating to incarceration and corrections. |
| _____ | _____ | Develop and recommend actions on various issues related to detention center staffing, cost management, and revenue enhancement to improve detention center performance. Conduct a variety of organizational studies, investigations and operations studies. |

- ___ ___ Develop and manage the departmental budget.
- ___ ___ Assesses the detention center's infrastructure, buildings, grounds, and equipment and develops plans for the systematic renewal, replacement, and improvement of these assets
- ___ ___ Plan, implement, and review department short and long-range goals.
- ___ ___ Lead the implementation of the quality improvement processes and customer satisfaction programs of the County in the Department
- ___ ___ Investigate operational failures or shortcomings, identifies problem areas, and develops alternative solutions and recommendations. Maintains documents, records, and files on key aspects of operations.
- ___ ___ Negotiate and administer contracts, applies for grants on behalf of the County.
- ___ ___ Coordinate the activities and planning with other public and private agencies.
- ___ ___ Maintain knowledge of current Federal, State and local regulations through such means as attending seminars, reviewing professional publications, taking classes and participating in professional development activities.
- ___ ___ Maintain a detention center that is progressive, modern, and fully compliant with all applicable government standards and regulations in its approach to delivering services.
- ___ ___ Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service,
- ___ ___ Performs other duties as assigned.

Required Knowledge, Skill and abilities:

(Please use your initials to indicate whether you do or do not possess the knowledge and skills in the stated areas below)

- ___ ___ Read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- ___ ___ Write reports, business correspondence, and procedure manuals.
- ___ ___ Logically and effectively present information both orally and in writing and respond to questions from groups of managers, State or Federal regulatory officials, law-enforcement officers, officers of the Courts, the County Commission and the general public.
- ___ ___ Advanced principles and practices of corrections.

- _____ Principle and practice of county organization, administration, personnel management and governmental budget development and administration.
- _____ Federal, State, County and municipal laws, codes, ordinances, rules and regulations pertaining to law enforcement and administration and detention center management.
- _____ Office, field and detention center safety rules, best practices and procedures and Enforcement.
- _____ Effectively work with, advise and inform county officials, employees, legislative bodies, citizens boards, the media and the general public.
- _____ Maintain the discipline and respect of subordinates.
- _____ Motivate, direct and coordinate a multidisciplinary staff to achieve Department and County goals. Plan, initiate, and implement long-term improvement programs in administration, training, and operations.
- _____ Interpret, explain and enforce department policies and procedures.
- _____ Communicate logically and clearly both orally and in writing, and follow oral and written instructions. Develop department goals; lead process improvement and customer satisfaction initiatives.
- _____ Exercise independent judgment and initiative with minimal supervision.
- _____ Work as a team player and be willing to deliver superior customer service to both internal and external customers.

Working Conditions/Physical Demands:

Work is performed in an office or conference room setting. The area is normally adequately lighted, heated and ventilated. Level floors are carpeted or tiled. Travel is required to attend various meetings or to provide office visits in connection with job responsibilities. There will be routine exposure to areas where detainees are incarcerated, both indoors and outdoors and the Administrator may be exposed to extremes of weather.

This travel is normally performed in a motorized vehicle with automatic and power controls, over improved roads or streets. There may be some commercial travel, usually by air.

The noise level in the work environment is quiet in the office and can be loud in the confinement areas; work is subject to frequent fluctuations and may be performed in stressful or physically dangerous situations. The Administrator may be exposed to verbal abuse, spitting, and human waste.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (Please use your initials to indicate whether you can or cannot perform the following duties with or without reasonable accommodations)

Yes No

- _____ _____ Frequent bending
- _____ _____ Frequent reaching
- _____ _____ Frequent lifting, pushing, pulling or carrying items waist high, weighing up to 10 pounds.
- _____ _____ Occasional lifting, pushing, pulling or carrying items waist high, weighing up to 20 pounds.
- _____ _____ Occasional climbing; involves stairways
- _____ _____ Moderate to prolonged walking during site visits
- _____ _____ Coordinated use of eyes, ears, hands and feet to operate a motorized vehicle
- _____ _____ Good vision and hearing

Conditions of Employment:

(Please use your initials to indicate whether you can or cannot successful adhere to the following conditions of employment with or without reasonable accommodations:

Yes No

- _____ _____ Complete a conditional post-offer of employment physical examination.
- _____ _____ Successfully pass a post-offer of employment Drug & Alcohol Analysis and COVID test or proof of vaccination.
- _____ _____ Satisfactorily pass complete an employment background investigation.
- _____ _____ Must not have any felony convictions or convictions involving immoral or unethical characteristics.

Employee Declaration:

I have read the above Position Specifications (Detention Administrator) and I understand the demands and expectations of the position described and to the best of my knowledge, I believe I can perform these duties with or without reasonable accommodation.

Signature: _____

Date: _____



GRANT COUNTY, NM APPLICATION FOR EMPLOYMENT

Grant County considers applicants for employment without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

PLEASE PRINT

Last Name: _____ First Name: _____ Middle Initial: _____
Mailing Address: _____ City: _____ State: _____ Zip Code: _____
Phone Numbers: Main: _____ Alternate: _____
Social Security Number _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with Grant County before? Yes No
If yes, give date _____

Have you ever been employed with Grant County Yes No
If yes, give date _____

Are you currently employed? Yes No

If yes, may we contact your present employer? Yes No

Are you prevented for lawfully becoming employed in the U.S. because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment

On what date would you be available to work? _____

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if the job required it? Yes No

Do you have any relatives working for Grant County? If so, list names and relationships.
 Yes No

Education:

	Name and Address of School	Course of Study	Credit Hours Completed	Diploma or Degree
High School				
Undergraduate College or University				
Graduate/ Professional				
Technical/ Vocational				
Other				

Indicate any other language, other than English, you can speak, read and/or write

	FLUENT	WELL	FAIR
SPEAK			
READ			
WRITE			

Describe any training that you receive in the United States Military that may assist you in the position for which you have applied.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. **If your employment experience history is not complete, your application will be rejected.**

Employer	Dates Employed From To		Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary Starting Final		
Job Title			
Reason for Leaving	Supervisor:		

Employer	Dates Employed From To		Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary Starting Final		
Job Title			
Reason for Leaving	Supervisor:		

Employer	Dates Employed From To		Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary Starting Final		
Job Title			
Reason for Leaving	Supervisor:		

Employer	Dates Employed From To		Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary Starting Final		
Job Title			
Reason for Leaving	Supervisor:		

Employer	Dates Employed From To		Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary Starting Final		
Job Title			
Reason for Leaving	Supervisor:		

Employer	Dates Employed From To		Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary Starting Final		
Job Title			
Reason for Leaving	Supervisor:		

If you need additional space, please continue on a separate sheet of paper and attach it to the end of the application.

List of any professional, trade, business or civic activities.

Applicant Statement:

Please read the following statements carefully and indicate your understanding and acceptance by signing in the space provided.

- | |
|---|
| <ol style="list-style-type: none"> 1. I certify that answers given herein are true and complete to the best of my knowledge 2. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. 3. I understand that the submission of this application does not indicate an offer of employment nor does it establish any obligation on behalf of Grant County, 4. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all employee policies of Grant County. |
|---|

Signature of Applicant:	Date:
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Authority to Release Information

I hereby grant permission to **Grant County** to conduct a thorough historical background investigation on me. The purpose for the investigation is to construct a record of my personal and professional history to ensure I meet the requirements of the position and duties I have been hired to perform. I understand the investigation will be conducted by a licensed private investigation firm contracted by this company or Grant County.

I hereby grant the investigator bearing this release, or copy thereof, for a period of 90 days of its date, to obtain any information in your files pertaining to any employment history, educational, motor vehicle report, arrest or conviction of myself on any civil or criminal matter. I hereby direct you to release such information upon the request of this bearer.

Should there be any questions as to the validity of this release, you may contact me as indicated below.

Please print clearly

Full Name _____

Social Security # _____

Date of Birth _____

Current Address _____

Telephone Number () _____

Driver's License Number: _____ State of License _____

Expiration Date: _____

Applicant Signature _____

References

Please provide five (5) personal and/or professional references:

Name: _____

Phone Number: _____

Type: Personal Professional

Name: _____

Phone Number: _____

Type: Personal Professional

Name: _____

Phone Number: _____

Type: Personal Professional

Name: _____

Phone Number: _____

Type: Personal Professional

Name: _____

Phone Number: _____

Type: Personal Professional



Detention Administrator Voluntary Information

To further our commitment to equal opportunity employment, Grant County Government requests applicants to provide the following information. This information will be used for statistical purposes only by authorized personnel.

How did you hear about current Grant County employment opportunity?

Newspaper Radio Station Facebook
 Grant County Website Grant County Employee Other

Date of Birth: _____

Gender: Male Female

Citizenship: U.S. Citizen Legal Alien Other

Ethnicity – Please check only one choice which best describes your race/ethnicity:

- White (Non-Hispanic Origin)
All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Hispanic
All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Black (not of Hispanic origin)
All persons having origins in any of the Black racial groups of Africa.
- Asian or Pacific Islander
All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian / Alaskan Native
All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.