

# Job description

## Uvalde County Sheriff's Office Jail Administrator

### Vacancy Announcement

#### Overview:

The Jail Administrator is the commander of the Jail Division and is responsible for the overall administration of the division under the direction of the Sheriff. The Jail Administrator is directly accountable for the implementation and carrying out of the orders, policies and procedures of the Uvalde County Sheriff's Office Corrections Division.

#### Qualification Requirements:

- Five (5) years of Corrections experience.
- Three (3) years direct management experience involving the supervision of employees in a correctional setting is required. Supervisory/managerial experience in Law Enforcement, Corrections, or a combination of the two may be considered.
- Current TCOLE Corrections License required.

#### Knowledge, Skills and Abilities:

- Monitors daily operational reports and identifies areas which require adjustment or action. Resolves day-to-day operational problems and concerns of staff, outside agencies and the public to ensure prompt response and service. Ensures inmate housing standards are met.
- Assists with formulation of policies and adopts rules and regulations to ensure effective administration of the jail.
- Organizes, coordinates and supervises all activities of the Uvalde County Jail; ensures standard operating procedures are strictly adhered to including.
- Assists with administering, researching, compiling and summarizing current budget estimates; monitors budget throughout fiscal year, makes recommendations for budgetary increases. Reviews and approves supply orders and expenditures.

- Operates the Corrections Division in a safe and efficient manner while remaining in compliance with Texas Commission on Jail Standards and other applicable laws, rules and regulations.

Uvalde County offers a competitive salary and benefit package.

Applications can be found at [www.uvaldecounty.com](http://www.uvaldecounty.com)

Please return application to: Uvalde County Sheriff's Office, Attn: Sheriff Ruben Nolasco 339 King Fisher Lane, Uvalde, TX 78801 (830) 278-4111

Uvalde County is an Equal Opportunity Employer

Job Type: Full-time

Pay: \$63,888.24 per year

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