



Piedmont Regional Jail Authority

P. O. DRAWER 388
FARMVILLE, VIRGINIA 23901



SERVING THE COUNTIES OF:

AMELIA
BUCKINGHAM
CUMBERLAND
LUNENBURG
NOTTOWAY
PRINCE EDWARD

ADMINISTRATION

Telephone
(434) 392-1601
Fax (434) 392-1099

JAMES W. GARNETT, JR.
Chairman

JAMES H. DAVIS
Superintendent

**PIEDMONT REGIONAL JAIL AUTHORITY
DIRECTOR OF JAIL OPERATIONS AND SECURITY
(MAJOR)**

NATURE OF WORK:

Under the supervision of the Superintendent, performs managerial, professional, and administrative work supporting the Superintendent in planning, directing, and coordinating all operations of the Piedmont Regional Jail.

ESSENTIAL FUNCTIONS OF THE JOB:

Coordinates and directs the management of the three (3) divisions of the Regional Jail. Ensures effective management and operation of the facility. Assists with the development of institutional policies and procedures.

Ensures training, supervision, and performance evaluation of staff. In coordination with the Superintendent develops and continuously reviews security requirements and operating procedures, to ensure compliance with institutional policies and procedures, mandatory State standards, and relevant State and Federal case law.

Establishes and maintains good working relationships with officials of the Authorities member jurisdictions. Assists in the planning for the Piedmont Regional Jail Authority monthly meetings.

Provides financial information and input into the preparation/development and management of the Regional Jail's budget.

Assists with the establishment of short, medium, and long-range goals.

Performs duties under the general supervision of the Superintendent, who provides guidance and direction through frequent conferences and consultations.

Maintains frequent contact with staff and inmates as well as other criminal justice agencies, and officials of the member jurisdictions.

Performs additional duties related to work as required by the Superintendent.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and ability to compare and/or judge the readily observable, functional, structural or compositional characteristics of data, people and things.

The position requires the ability to speak with people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or inmates. Excellent communication skills are required.

Requires the ability to prepare reports, correspondence, forms, etc., using prescribed formats and conforming to rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control, and confidence.

It requires the ability to make independent judgments in the absence of supervision. Must be able to acquire knowledge of topics related to primary occupation.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal and medical terminology, and emergency response codes.

Must be adaptable to perform under stress when confronted with emergency situations.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience equivalent to graduation from an accredited college or university.

A minimum of three (3) years of correctional senior management (Lieutenant and above) experience.

Extensive knowledge of the principles of modern correctional methods and relevant Federal, State, and local laws governing correctional facilities and planning, direction and coordination of the work performed by correctional facility staff.

Ability to effectively communicate, both orally and in writing.

Must have completed, enrolled or plan to enroll in a Certified Jail Management or equivalent leadership program within one (1) year of employment.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid Virginia driver's license.

Must be a citizen of the United States.

Must pass a comprehensive background investigation.

Must maintain certification in applicable Virginia Department of Criminal Justice Services training for Jails or obtain certification within one (1) year of hire.

Must reside in the six (6) counties (Amelia, Buckingham, Cumberland, Lunenburg, Nottoway, and Prince Edward) which are members of the Piedmont Regional Jail Authority.

Must successfully pass a medical examination and drug screening, subsequent to a conditional offer of employment.

Possess proficiency in the use of a variety of computer programs and operations.

WORKING CONDITIONS:

This is an exempt position that may involve work at irregular hours that could exceed forty (40) hours per week.

SALARY:

Salary commensurate with experience, background, training, and education.

PROCESS TO APPLY:

To be considered, please submit a cover letter, resume, salary history, and three (3) professional references via email to aduffy@prjva.org or mail directly to: Piedmont Regional Jail Authority, Human Resources, P.O. Drawer 388, Farmville, Va. 23901.