

Kershaw County Detention Center Administrator

As chief executive officer of the detention facility, this position administers and directs the operations and supervision of the facility in accordance with state, local and federal laws. This position organizes, develops and executes required activities such as policies and procedures, staffing, training, extensive liaison activities, general administrative tasks, etc. The administrator also prepares and oversees the departmental budget and provides accurate and clear records on facility incidents. This position reports to the County Administrator.

Essential Job Functions

- Oversees the activities of the detention center including the supervision of employees as necessary in the enforcement of rules and regulations.
- Formulates, revises and implements policies and procedures, directives and other orders as necessary to govern and control personnel and inmate behavior.
- Recruits and selects detention center personnel.
- Performs supervisory duties—including instructing, assigning and reviewing work; planning; maintaining standards; coordinating activities; acting on employee problems; and approving transfers/promotions, disciplinary action, termination and salary increases.
- Responds to complaints and requests received by inmates, determining and carrying out appropriate actions; investigates all major accidents and internal affairs; and provides for the medical care and dietary needs of inmates.
- Performs weekly inspections of the facility, reviews programs and activities, and implements changes for improvement as needed.
- Informs the County Administrator of any noncompliance or issues affecting the health, safety and lives of employees and/or inmates; prepares and implements standards for the health and safety of personnel and inmates.
- Conducts extensive liaison activities with the courts, law enforcement and other agencies, and a broad spectrum of individuals in the public, business and private sectors.
- Prepares and monitors annual and five-year projection budgets, and makes recommendations regarding the same to the County Administrator.
- Prepares various records and reports such as admission reports, inmate counts, investigative reports, personnel related records, suicide reports, court reports, letters of correspondence, applications, etc.
- Ensures the coordination of activities involving courts, transportation, inmates, employees, training and other activities.
- Provides for the overall training needs of staff and provides assistance to subordinates as needed.
- Performs other related duties as required.

Minimum Training and Experience

This position requires a bachelor's degree in management, criminal justice, corrections and/or legal disciplines with 3–5 years of experience in the same; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must be certified in Basic Law Enforcement, Jail and Prison Operations, Executive Development, Jail and Prison Crisis Response Planning and Hostage Negotiation, or be willing to obtain this training. Must possess a valid S.C. driver's license.

Minimum Qualifications or Standards Required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a motor vehicle and a variety of equipment and machines including a two-way radio, pager, typewriters, computer, telephone, cameras, etc.; utilizes an assortment of weapons and prisoner restraint devices, i.e. revolver, handcuffs, etc. Must be able to exert up to 50 pounds of force constantly to move objects. Must be able to physically separate two fighting inmates with the help of another officer. Must be able to lift and/or carry and drag weights of up to 150 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving information from the County Administrator. Includes giving work assignments, instructions and directions to subordinate personnel.

Language Ability: Requires the ability to read a variety of informational documents and reports. Requires the ability to prepare admissions reports, inmate counts, investigative reports, personnel related records, suicide reports, court reports, letters of correspondence, applications, etc. using the prescribed format and conforming to all rules of punctuation, grammar, diction and style. Must be able to speak with and before others with clarity, voice control and confidence.

[Kershaw County Job Application](#)

Submit Applications to:

Kershaw County
Attn: Billie Dabney
515 Walnut Street
Camden, SC 29020

You may also apply at any South Carolina Job Service office and note that the vacancy is in Kershaw County.