

Safety & Security Manager

GENERAL DEFINITION OF WORK:

Performs responsible professional, supervisory and administrative oversight of safety and security functions of the Roanoke Valley Juvenile Detention Center; does related work as required.

Work is performed under the general supervision of the Assistant Superintendent in charge of operations. Supervision is exercised over subordinate personnel.

TYPICAL TASKS:

Ensures that all aspects of detainee safety and facility security procedures are followed;

Assists in the development and implementation of policies and procedures;

Conducts routine security audits and implements facility improvement plans to mitigate risks or threats;

Participates in personnel actions involving hiring, promotions, transfers and discipline;

Assists in planning, coordinating and evaluating training needs of personnel;

Manages and supervises the work of subordinate personnel;

Manages, rectifies, resolves, and/or mediates employee performance issues;

Assists in compiling statistical data, maintaining records, preparing reports, etc;

Submits detailed and comprehensive reports related to daily operations;

Collaborates with peers, supervisor and subordinates in order to achieve and maintain the highest standards for detention operations;

Responsible for facility's compliance with all standards related to daily operations and detainee care;

Conducts daily briefings with program personnel;

Procures, inventories and maintains all security related equipment/technology;

Conducts monthly supervisory conferences with subordinate personnel;

Performs quarterly and annual performance evaluations of subordinate personnel;

Performs duties as assigned;

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of detention or institutional management and all facets of facility security; knowledge of the court system; ability to implement policy and procedures; knowledge of child and adolescent development; thorough knowledge of safety and security best practices; ability to communicate effectively orally and in writing; ability to collect, interpret, and analyze data; general knowledge of computer technology and software applications (Word, Excel, Access, etc.); ability to motivate and lead personnel; ability to organize and prioritize; ability to maintain effective relationships with employees, service providers, court personnel, parents and the general public; ability to think and work under pressure; ability to delegate effectively; ability to maintain a calm demeanor in stressful situations or crisis; ability to think and work independently; ability to exercise sound judgment; ability and willingness to train, supervise, and discipline personnel; ability to organize schedules and direct the work of others.

EDUCATION AND EXPERIENCE:

A baccalaureate degree from an accredited college or university in the field of criminal justice, institutional management, corrections, or other related discipline; minimum of 5 years experience working with an offender population in an institutional or correctional setting; minimum of 3 years experience in management or supervision.

OTHER REQUIREMENTS:

Must possess a valid Virginia driver's license; must be able to provide references to verify all requirements for the position; must provide proof of education and experience; must pass a criminal background check and child protective services check; must be able to obtain First Aid, CPR, and physical restraint certifications without modifications; must be able to physically restrain detainees; must have the use of sensory skills in order to effectively communicate and interact with detainees, employees, and the general public through the use of a telephone or personal contact; must have the ability to walk, stand, or sit for long periods of time; must have the physical capacity to lift a minimum of 1.5 cubic feet of files (approximately 40 lbs), move furniture and restrain detainees.

THIS IS A JOB DESCRIPTION AND NOT AN INDIVIDUALIZED POSITION DESCRIPTION. A JOB DESCRIPTION DEFINES THE GENERAL CHARACTER AND SCOPE OF DUTIES AND RESPONSIBILITIES OF ALL POSITIONS IN A JOB CLASSIFICATION. IT IS NOT INTENDEND TO DESCRIBE OR NECESSARILY LIST THE ESSENTIAL JOB FUNCTIONS FOR A GIVEN POSITION IN A CLASSIFICATION.