



Open Sheriff's Office Position: Jail Superintendent



The Monroe County Sheriff's Office

The Monroe County Sheriff's Office (MCSO) is committed to securing a safe community and maintaining the trust and respect of those we serve by providing exemplary law enforcement and correctional services.

MCSO is comprised of four bureaus: Civil, Court Security, Jail and Police. Collectively, there are more than 1100 sworn and non-sworn employees in the agency. The Jail Bureau is comprised of more than 500 Sheriff's deputies and numerous civilian contract providers.

The Jail Bureau operates two facilities: a pre-trial detention facility that houses approximately 1,000 inmates in downtown Rochester and a sentenced facility in suburban Brighton, New York, that houses 475 sentenced inmates.

The Jail Bureau is the largest bureau of the Sheriff's Office and is delegated 54% of the annual budget of \$148 million.

Distinguishing Features of the Class:

This position is responsible for the overall administration of the Monroe County Sheriff's Office-Jail Bureau. This position requires a high level of confidentiality, responsibility and exceptional decision-making ability. The employee reports directly to and works under the general supervision of the Sheriff and Undersheriff and is responsible for the overall functioning of the Jail Bureau. General supervision is exercised over sworn and civilian staff. Must be available during all shifts to respond to emergencies at Monroe County Jail facilities. Does related work as required.

SALARY: up to \$131,417 annually

TYPICAL WORK ACTIVITIES:

- Assures state and federal mandates, county policies, judicial orders, and MCSO orders are adhered to while the day-to-day operations of the facilities are carried out efficiently and safely.
- Develops strategic plans and monitors the progress of goals and objectives for the Jail Bureau.
- Responsible for managing multi-million dollar medical, mental health and food service contracts awarded to private entities and ensuring that contract providers are in compliance with the terms of the respective contracts.
- Recommends, develops, and implements bureau policies & procedures with approval of the Sheriff.
- Manages the day-to-day operations of both the jail and correctional facility.
- Represents the Sheriff to, and works with, local, state, and federal regulatory bodies.
- Responsible for recommending, developing and implementing both mandated and voluntary programs provided at facilities such as educational, chemical dependency, and religious programs.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Criminal Justice, Corrections, Security Administration, Public Safety Administration, Police Science, or a closely related field of study PLUS six (6) years paid full-time or its part-time equivalent experience in law enforcement, corrections, the military, or business executive experience at an organization with 200+ employees, all of which must have been in a supervisory capacity; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields stated in (A) above, PLUS eight (8) years paid full-time or its part-time equivalent experience in law enforcement, corrections, the military, or business executive experience at an organization with 200+ employees, all of which must have been in a supervisory capacity; OR,

(C) Ten (10) years paid full-time or its part-time equivalent experience stated in (A) above;

(D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

THE IDEAL CANDIDATE,

- **Proven Leader.** Has the ability to lead and develop an organization of more than 500 personnel. Define operational goals, develop strategic plans, policies and procedures. Prepare and administer a multi-million dollar operational budget. Willingness to **lead from the front** and empower subordinate leaders. Understands concept of servant leadership and transformational leadership, to work with and promote the interests of deputies, inmates and MCSO.
- **Problem Solver.** This position will require a candidate to take ownership of all activity in the bureau and will seek out, find and solve problems.
- **Innovative Thinker** – The candidate should have the ability to create and implement new transition programs with non-governmental organizations to measure and reduce recidivism. Will be able to demonstrate a history of developing or implementing programs.
- **Community Minded** – The candidate should have a history of working with the community. This position will require the ability to promote the philosophy of the Jail Bureau to the community in a positive manner.
- **Communication** – Requires ability to communicate with inmates and staff in an effective manner; ability to communicate verbally and in writing to all types of individuals in a clear and concise manner, and possess skills as an effective public speaker.
- **Knowledge requirements** – Requires knowledge of, or the ability to quickly become a subject matter expert of the New York State Correction Laws, the Rules and Regulations of the Monroe County Sheriff's Office, the rules, regulations, procedures and policies of the Monroe County Jail governing the supervision and treatment of inmates, safety and security of the facilities and department employees and the NYS Commission of Correction Minimum Standards and Regulations.

APPLY ONLINE

www.monroecounty.gov/hrapply#2



WHY CHOOSE MONROE COUNTY?

A Vibrant Community

Monroe County is a vibrant community rich in culture, history and diversity. Located in Western New York and home to the City of Rochester, we are surrounded by hundreds of miles of lakeshore, a spectacular riverfront, and the historic Erie Canal. Our magnificent parks are among the finest in New York State, and our Seneca Park Zoo is an official destination on the Seaway Trail—New York’s scenic byway. Our community’s quality of life is truly second to none.

Monroe County is home to approximately 730,800 residents who reside in our 19 towns and 10 villages. We are proud to boast celebrated entrepreneurs like George Eastman and legendary civil rights pioneers like Susan B. Anthony and Frederick Douglass. From the George Eastman House to the Erie Canal to Genesee Valley Park and Seneca Park Zoo, our community is strong, vibrant, and rich in culture. Over 1.5 million visitors from all over the world visit each year to visit our beautiful parks, take part in many first-class sporting events and festivals, and enjoy the arts that Monroe County has to offer.



EDUCATION

Newsweek and U.S. News and World Report consistently rank many of Monroe County’s public high schools among the best in the nation. We are also home to exceptional colleges and universities that attract some of the best minds in the world.

Rewarding Careers

Monroe County employs approximately 4600 people in numerous career fields. County employees make a difference in the quality of life for residents. Our work is interesting and challenging. We enjoy competitive pay, generous benefits and opportunities for advancement.

MONROE COUNTY OFFERS:

- Rewarding Careers
- Chance to Make A Difference
- Great Health & Dental Benefits
- Pension & Retirement Benefits
- Excellent Work/Life Balance
- Ample Paid Time-Off
- Great Coworkers
- Advancement Opportunities
- Job Training
- Challenging work
- Pre-Tax Benefits Program
- Tuition Assistance
- Student Loan Forgiveness

Excellent Benefits

Monroe County has a comprehensive suite of employee and retiree benefits designed to reward, retain and attract a quality workforce.



HEALTHCARE

- Generous Health Plans
- Dental Coverage
- Flexible Spending Accounts
- Employee Assistance Program
- Health & Wellness Programs
- Voluntary Benefits



RETIREMENT

- New York State Pension
- Retiree Health & Dental Plans
- Deferred Comp 457 Plan
- Retiree Support Services

*Benefit packages vary by job title, union and employee group. Benefits are subject to change based on rule, law, collective bargaining and budgetary constraints. This summary should not be construed as a binding promises of coverage or guarantee of benefits continuation.



SENECA PARK ZOO



CITY OF ROCHESTER



INTERNATIONAL JAZZ FEST



RED WINGS BASEBALL



HIGHLAND PARK