



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE: JAIL SUPERINTENDENT**

**SALARY:** \$93,921 - \$131,417 annually

**LOCATION:** Monroe County Sheriff's Office

### **JOB SUMMARY:**

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 in order to respond to emergency situations at Monroe County Jail facilities. Does related work as required.

### **PROPOSED 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 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 two-hundred (200) plus 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 two-hundred (200) plus 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; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

### **PREFERRED CHARACTERISTICS OF 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.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** September 7, 2018

**Posting Deadline:** Until filled