



# HAMPTON ROADS REGIONAL JAIL

## ASSISTANT SUPERINTENDENT, SWORN

### **NATURE OF WORK:**

Under general supervision of the Superintendent, performs complex managerial, professional, and administrative work supporting the Superintendent in planning, directing, and coordinating all operations at the Hampton Roads Regional Jail.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Assist the Superintendent by coordinating the management of a major division 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 are provided. Assists the Superintendent with assignments of staff, promotions, and discipline. Develops personnel policies, procedures, and standards of conduct for submission to the Superintendent.

Assists the Superintendent with administering the custody, care, and discipline of the inmate population, as well as the operation of various treatment and support programs. Manages the inmate population to ensure compliance with institutional policies and procedures, mandatory State standards, and relevant State and Federal case law. Assists with the development of policies, procedures, and post orders.

Develops and continuously reviews security requirements and operating procedures.

Establishes and maintains good working relationships with officials of the member jurisdictions, including the personnel of the Sheriff's offices. Establishes and maintains good working relationships with the public, news media, other criminal justice agencies, staff, and inmates.

Assists the Superintendent with planning for the meetings of the Board of Directors of the Hampton Roads Regional Jail Authority, recommends policies for consideration by the Board, and implements decisions of the Board as directed by the Superintendent.

Assists the Superintendent with coordinating the preparation and management of the Regional Jail's budget. Prepares necessary reports.

Serves as a liaison to outside groups and individuals.

Keeps abreast of legislation that could affect the Regional Jail. Assists the Superintendent and Board in developing a legislative program.

Consults with member City, State, and Federal government officials regarding jail issues.

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

Performs duties under the general supervision of the Superintendent, who provides guidance and direction

through frequent conferences and consultations.

Supervision is exercised over all sworn-uniformed personnel, except the Superintendent.

Maintains frequent contact with all staff and inmates as well as other criminal justice agencies, officials of the member jurisdictions, and the Regional Jail's administrative staff.

**ADDITIONAL DUTIES:**

Performs other related work as required by the Superintendent.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including a two-way radio, typewriter or keyboard, surveillance monitor, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 100 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push pull or otherwise move objects. Physical demand requirements are for Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics of data, people and things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or inmates. Excellent communication skills are required.

**Language Ability:** Requires the ability to read a variety of reports, records and memorandums. 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.

**Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques. Requires the ability to make independent judgments in the absence of supervision. Must be able to acquire knowledge of topics related to primary occupation.

**Verbal Aptitude:** 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.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Must be able to properly operate and control a motor vehicle.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of colors.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations.

**Physical Communications:** Requires the ability to talk and/or hear: (talking — expressing or exchanging ideas by means of spoken words; hearing — perceiving nature of sounds by ear).

**MINIMUM QUALIFICATIONS:**

Any combination of education, training, and experience equivalent to graduation from a regionally accredited college or university with a Bachelor's Degree.

A minimum of three (3) years of senior management experience of a wide and progressively responsible nature in public management and administration. Must possess experience in corrections.

Extensive knowledge in the principles of effective personnel management, including EEO, ADA, FMLA, and FLSA regulations.

Extensive knowledge of the principles of modern correctional methods and relevant Federal, State, and local laws governing correctional facilities, especially jails of modern designs.

Ability to plan, direct, and coordinate the work of a large correctional facility staff.

Ability to provide leadership to the staff.

Ability to establish and maintain harmonious working relationships with officials of member jurisdictions, other staff members, officials of other criminal justice agencies, and the general public.

Ability to effectively communicate, both orally and in writing.

Ability to use sound judgment and to act quickly and effectively in emergency situations.

**NECESSARY SPECIAL REQUIREMENTS:**

Must possess a valid 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 year of hire.

Must be able to respond to the regional jail within thirty (30) minutes from place of primary residence.

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

**WORKING CONDITIONS:**

Exempt position and may involve work at irregular hours that could exceed 40 hours per week.

**SALARY**

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

**PROCESS TO APPLY:**

To be considered, please submit a cover letter, résumé, salary history, and three professional references via email to [hackworthd@hr.rj.virginia.gov](mailto:hackworthd@hr.rj.virginia.gov) or mailed directly to:

David Hackworth  
Interim Superintendent  
Hampton Roads Regional Jail  
2690 Elmhurst Lane  
Portsmouth, Virginia 23701-2745

Submissions will be accepted until Monday, June 18, 2018 at 1:00 p.m.