

<p>JOB TITLE:</p> <p>Independent Jail Compliance Director, Orleans Parish Jail Facilities</p>	<p>SALARY RANGE:</p> <p>\$150,000-\$200,000. To be finalized by the U.S. District Court.</p>	<p>SUPERVISION RECEIVED FROM: U.S. District Court</p>
<p>SUPERVISION EXERCISED OVER: All jail personnel and staff, food service, medical, and facility staff.</p>	<p>WORK SCHEDULE: FT</p> <p>Varies depending upon workload, typically M-F</p>	<p>APPLICATION PROCESS:</p> <p>Resume/curriculum vitae and cover letter to opso.compliancedirector@usdoj.gov</p>
<p>MINIMUM QUALIFICATIONS: Applicants for this position must possess a Bachelor's degree in Criminal Justice, Public Administration or a related field and seven (7) years of experience in an urban correctional environment with at least five (5) years at a management level, or significant corrections experience that the Candidate can justify as comparable to the stated qualifications. Candidate should have excellent management and leadership skills, cutting edge knowledge of modern corrections methods, facilities and technology, and excellent written and verbal skills, including community and media relations.</p>		
<p>PREFERRED QUALIFICATIONS: Master's degree or certification as one or more of the following: Certified Corrections Executive (CCE), Certified Jail Manager (CJM), or Certified Correctional Trainer (CCT). Experience in direct supervision jail management and/or experience in a jail with an average daily population of more than 1000 inmates. Supervisory experience of management teams. Experience implementing jail reform measures. Experience with formulating and presenting jail budgets to local governmental entities.</p>		
<p>SUMMARY: The Independent Jail Compliance Director is responsible for implementing the requirements of the attached Stipulated Order for Appointment of Independent Jail Compliance Director, to make progress toward bringing the Orleans jail into compliance with an existing federal court Consent Judgment. The Independent Jail Compliance Director shall provide the direction, control and guidance necessary for the safe and effective operation of the Orleans Parish jail facility within accepted professional standards and in accordance with the existing Consent Judgment. This includes directing and monitoring staffing, classification, disciplinary procedures, grievance procedures, detainee housing, visitation, sanitation, and medical, dental and mental health services. It further includes selecting, terminating and directing human resources assigned to the facility; monitoring building maintenance to include general upkeep of the property; formulating and managing the jail budget; and maintaining proper records.</p> <p>The Independent Jail Compliance Director must exercise consistently sound judgment and initiative, be familiar with current best practices, national standards and regulatory mandates and remain current in law enforcement and jail administration philosophy, concepts and procedures.</p>		

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES: Knowledge of the principles and practices of jail management and direct supervision, pertinent laws, modern correctional practices and procedures, and computer hardware and software regarding jail operations. Ability to communicate technical information and ideas clearly and effectively both orally and in writing. Ability to train, mentor, and oversee training of subordinates, manage multiple priorities and demands, prepare concise reports and make appropriate recommendations, understand and interpret laws, policies and procedures related to jail operation, delegate duties and assignments to achieve objectives, and establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, government officials, and community stakeholders.

Essential Duties: Job duties are ultimately defined and governed by the Stipulated Order for Appointment of Independent Jail Compliance Director and Consent Judgment, but will include:

- Develop and implement strategies for compliance and improvement consistent with the requirements of the Consent Judgment and Stipulated Order for Appointment of Independent Jail Compliance Director.
- Direct long-term and short-term strategic planning and policy development. Evaluate policies, procedures and practices to ensure compliance with the objectives and goals of the Orleans Parish Jail Consent Judgment.
- Provide clear and concise instruction to staff for achievement of goals and objectives.
- Establish and manage periodic internal compliance audit processes for operational and program areas.
- Review and evaluate overall workforce effectiveness and individual performance of staff members.
- Oversee the organizing and managing of work. Ensure employee performance issues are addressed. Administer employee disciplinary action as necessary. Interview candidates for positions and implement selections, reassignments, and other personnel actions.
- Direct the development and implementation of training programs to ensure all employees receive the amount and type of training necessary to competently perform their duties and to bring the facility into compliance with the Consent Judgment.
- Project and formulate budget requirements based on Consent Judgment objectives and future needs and plans. Present budget to City Council. Efficiently manage facility resources, including staff, equipment and supplies.