

WASHINGTON

JAIL ADMINISTRATOR

\$95,971 - \$125,237

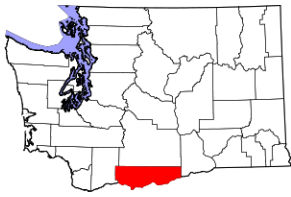
Plus Excellent Benefits

Apply by
September 1, 2024
(First Review, Open Until Filled)

PROTHMAN



KLICKITAT COUNTY, WASHINGTON



Located in south central Washington, Klickitat County lies at the junction where the Columbia River Gorge cuts through the eastern slopes of the Cascade Mountains with expansive farms and wheat fields, vineyards, timberland, and magnificent Mt. Adams as a backdrop. Encompassing 1,908 square miles, the County's nearly 23,150 residents reside in the cities of Goldendale, White Salmon and Bingen, and unincorporated communities of Bickleton, Centerville, Dallesport, Firwood, Glenwood, Klickitat, Lyle, Maryhill, Roosevelt, Trout Lake, and Wishram.

Klickitat County offers a wide variety of geological and natural features and is well known for its miles of whitewater streams, numerous lakes, the Columbia River, and the Gifford-Pinchot National Forest. The County is also home to the Klickitat Wildlife Management Area and Conboy Lake National Wildlife Refuge.

With a mild year-round climate, the area is the perfect place to take advantage of an abundance of outdoor recreational activities from fishing and hunting to whitewater rafting, windsurfing, hiking, biking, horseback riding, cross country skiing, snowmobiling, and berry and mushroom picking.

Scenic tours provide opportunities to thousands of travelers and visitors to the Columbia River Gorge and the Cascade Mountains, while an expanding winery and grape growing industry offers many award-winning wines at several tasting rooms that are open to the public. The County also offers a wide variety of accommodations, attractions, and historical landmarks including the Maryhill Museum, Stonehenge, Goldendale Observatory, numerous restaurants, and beautiful mountain views of Mt. Hood and Mt. Adams.

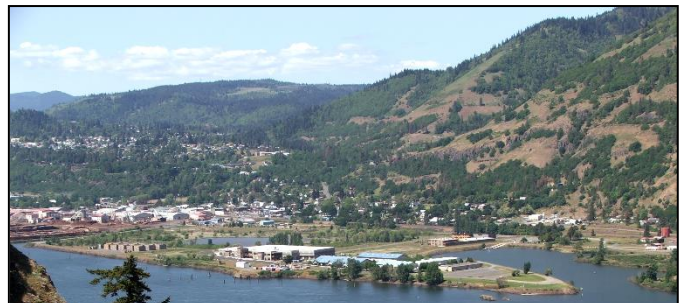
Visitors and residents also will find that Klickitat County's canyons and vistas, evergreen forests, scenic waterfalls, wildflowers, berry fields, ranchlands, sage-covered hillsides, river rapids, rodeos, festivals, and for those who seek it, seclusion, are among the best in the U.S. Being a rural close-knit community, Klickitat County is a glorious place to call home, raise a family, and be employed.



THE COUNTY

Klickitat County is governed by a three-member Board of Commissioners serving overlapping four-year terms, with each Commissioner representing one of three districts. The Commissioners serve as the Executive Branch and perform legislative and quasi-judicial functions of the County. The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, and appointing non-elected officials, boards, commissions, and committees. In 2021 the County moved into a new County Services Building to combine departments that were housed in four annexes, making it more accessible to the community. The County has two other services buildings; the Pioneer Center in White Salmon, and the historic Courthouse in the largest City and county seat, Goldendale.

Klickitat County employs approximately 245 FTEs and operates on a 2024 budget of \$72,749,688 including a General Fund Budget of \$19,339,176. County Departments and Elected Officials Offices include: Adult Probation Services, Assessor, Auditor, Building Inspection, Code Compliance, Civil Service, Commissioners, County Clerk, East and West District Courts, Economic Development, Emergency Management, IT & Budget Services, Juvenile Department, Natural Resources, HR & Administrative Services, Planning, Prosecuting Attorney, Public Health, Public Works, Senior Services, Sheriff, Solid Waste, Treasurer, Veteran Services, Weed Control, WSU Extension Services, and Superior Court.



THE POSITION

The Klickitat County Board of Commissioners (BOCC) has recently created a Department of Corrections and is currently working on a transition plan to transfer responsibility for current Jail operations from the Sheriff’s Office to the new Department of Corrections. The Jail Administrator will have the unique opportunity to lead the first Klickitat County Department of Corrections in the 165-year history of Klickitat County. The Corrections Department functions with 18 FTEs on a budget of roughly \$1.8 million and the Jail Administrator will oversee the 49 Bed Adult Corrections Facility.

Under the direction of the Board of Commissioners, the Jail Administrator plans, organizes, and manages all operations within the Corrections Department, including the operation and activities of the Jail to ensure the accurate and fair intake, custody, discipline, control, and care of inmates and the effective security and maintenance of the facilities and grounds, placing a primary concern for the health, welfare, safety and security of inmates, staff, and visitors. The Jail Administrator directs the general administration of the Facility, coordinating the preparation and management of the budget and the development and implementation of Facility policies and procedures. The Jail Administrator also performs duties of Assistant Systems Administrator.

For a full job description, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

First, and foremost, the Jail Administrator will be tasked with, and held accountable for, providing for the safety and welfare of the people in the County’s care.

Some of the immediate challenges and are opportunities facing the incoming Jail Administrator are:

Operations

The Jail Administrator will have the opportunity (and challenge) to review, and implement, recommendations from the current Jail Operations Review. In addition, the new Jail Administrator will have an opportunity to apply their own knowledge of Jail operations to add additional recommendations for improvement. Most importantly, the new Jail Administrator will have an opportunity to start and lead a process of continuous improvement.

Leadership and Mentoring

The Jail Administrator has an opportunity to shape an energetic corrections team and harness their ambitions to be highly successful Corrections Officers. Managing a diverse team with varying experience and skill levels can be a leadership challenge depending on one’s own experience level.

Staff Development

Training and mentoring can enhance the department’s performance and professionalism, however there will need to be a balance this in regard to available funds and working conditions.

Partnering with Northern Oregon Regional Corrections Facility (NORCOR)

Prior to the official decision to transfer operation of the Jail from the Sheriff’s Office to the Board of County Commissioner’s (Department of Corrections) a significant amount of work has already been done to explore the option of housing inmates at the Northern Oregon Regional Correctional Facility (NORCOR) located in The Dalles, Oregon, which is located 35 miles away.

Under this scenario the Klickitat County Department of Corrections would continue to operate the Jail as a fully functioning, 24-7 detention facility for booking, holding and transitioning inmates. The incoming Jail Administrator will be tasked with continuing to research the feasibility of contracting with NORCOR to house Klickitat County adult inmates.

EDUCATION & EXPERIENCE

Preferred Qualifications:

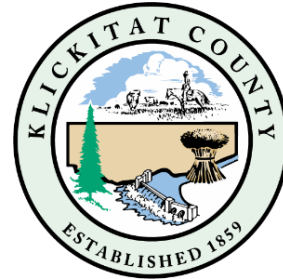
- An Associates Degree or Bachelor’s Degree in Criminal Justice, Behavioral Science, Psychology, Sociology, Public Administration or closely related discipline.
- Previous experience in Jail administration.
- Experience must include budget administration, developing and administering programs targeted for the criminal justice system and offenders, public speaking, and grant writing.
- Knowledge of state and federal corrections/detention laws.

Required Qualifications:

- A valid driver’s license.
- Candidates must be a citizen of the United States and must not have been convicted of a felony or a crime that may prove a discredit to the officer.
- Candidates shall possess good moral character and ethical standards as determined by a thorough background investigation.
- Candidates may be required to successfully complete polygraph and psychological evaluations.
- Certification from the Basic Law Enforcement Academy, or equivalency academy, as well as a Law Enforcement Certification is required.

COMPENSATION & BENEFITS

- **\$95,971 - \$125,237 DOQ**
- Medical, Vision and Dental with 100% employer paid contributions for employee only and 84% contributions for dependent coverage
- Employer Paid Basic Life Insurance/AD&D
- Employer Paid Basic Long-term Disability Insurance
- Washington State PERS Retirement System
- Sick and Vacation Leave
- 12 Paid Holidays
- Optional Flexible Spending Account
- AFLAC
- Deferred Compensation Accounts Through DRS and Nationwide



To learn more about Klickitat County, please visit:

www.klickitatcounty.org

Klickitat County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 1, 2024**. (First review, open until filled), Applications and materials will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**" followed by "**Jail Administrator – Klickitat County, WA**" and follow the directions provided, visit www.governmentjobs.com/careers/klickitatcounty, or [click here](#).



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