

Vacancy Announcement #17-126

Position: Facility Administrator
(Exempt)

Salary: Grade Level 25/0
(\$35,572 per annum)

Program: Department of Corrections
Medicine Root Detention Center

Location: Kyle, So. Dak.

Opening Date: November 6, 2017
Closing Date: November 20, 2017

General Description of Duties:

Responsible to the Director of Corrections for the daily operation of the Detention Facilities and the daily routine jail operations. Will monitor and document expenditures and other needs pertaining to the operation of the facility.

Specific Duties:

1. Will complete the duties of a correctional officer when needed.
2. Will complete shift schedules for staff, complete monthly reports, document and file monthly expenditures
3. Will ensure the upkeep of the facility, administer disciplinary action when needed, update and review the facility policy and procedures and training manual yearly.
4. Will review daily logs, arrange for detention staff to receive proper training.
5. Will implement inmate work plans, complete an investigation of all incidents that occur at the facility
6. Will ensure that all inmates case files are secured and updated, ensure that all inmates receive medical attention when required.
7. Will develop a positive working relationship between the facility and all entities that exist.
8. Will be willing to assign duties to Correctional Officers when needed.
9. Will refer staff to EAP when needed.
10. Will order supplies and follow department procedures for ordering.
11. Will adhere to the department's policy when utilizing budget expenditures.
12. Will possess knowledge of the tribal penal code, facility standard operating procedures, training requirements, complete cash bond process.
13. Will be willing to complete other duties assigned by the Director of Corrections.
14. May be subjected to unannounced drug testing.

15. Must be willing to maintain a high degree of confidentiality and professionalism.
16. Must maintain a drug and alcohol-free lifestyle.

Requirements and Knowledge:

1. Must have knowledge of inmate rights, Indian Civil Rights Act, Mandatory Standards for Detention Facilities in Indian Country and the ability to manage people.
2. If claiming Indian Preference, must have proof of tribal membership and bi-lingual in Lakota Language is preferred.
3. No convictions of misdemeanor in the past year, excluding minor traffic violations and must have never been convicted of a felony crime.
4. Must pass a back-ground check.
5. Required to take an Alcohol/Drug test.

Qualifications:

1. Bachelor's Degree in the Criminal Justice field with three (3) years' experience working in the Correctional Field preferred or a High School Diploma/GED with six (6) years' experience working in the Correctional Field with knowledge of adult offenders, with two (2) of those years in supervisory required
2. Must have completed the Basic Correctional Officer Training Program at the Federal Law Enforcement Training Center in Artesia, New Mexico.
3. No misdemeanor or convictions in the past year, excluding minor traffic violations
4. Must have never been convicted of a felony crime.
5. Have a valid Driver License.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.