



## Human Resources

949 West Alameda Street, Santa Fe, NM 87501  
Phone: 505-992-9880 Fax: 992-9895  
E mail: [www.santafecountynm.gov](http://www.santafecountynm.gov)

**Job Title:** Warden  
**Department/Division:** Public Safety/ SFCADF  
**Range:** \$30.6404/hr - \$45.9606/hr **Range: 48**  
**Position Status:** Full-Time/ At-will  
**FLSA Status:** Not Covered  
**Union Status:** Non-Union  
**Job #:** 10-2016-031  
**Close Date:** November 18, 2016

### Primary Purpose:

Under the general direction of the Director of Public Safety, performs a variety of administrative, technical and supervisory work in directing, planning, organizing and implementing the overall operations of the Santa Fe County Adult Detention Facility. (SFCADF).

### Essential Job Functions:

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises assigned projects, provides instruction and training for employees; makes independent decisions; plans and assigns work; evaluates and approves/disapproves leave requests; approves timesheets; checks final work to ensure compliance with established policies and procedures; recommends the hiring of new employees; recommends the promotion of employees; recommends salary increases for employees; recommends disciplinary action; assists in the resolution of grievances and/or complaints; provides feedback on work performance for employees; completes performance evaluations for employees; drafts and implements policies and procedures; assists in budget preparation and implementation
- Oversee, plan, coordinate and evaluate the effectiveness and efficiency of the Santa Fe County Adult Detention Facility; will formulate programs and/or policies to alleviate deficiencies. Plan, direct and coordinate, through subordinate level managers, the detention facility's work plan; assign project and programmatic areas of responsibility; review and evaluate work methods and processes.
- Interpret departmental policies and procedures and review current and proposed programs in adherence to all county policies, federal and state mandates. Will also be responsible to maintain all governing corrections standards IE: New Mexico Association of Detention Standards, Federal Jail Standards, and National Commission on Corrections Health Care Standards.
- Oversee the yearly operational budget for the Santa Fe County Adult Detention Facility; responsible for presenting and justifying the department budget before the Director of Public Safety, Finance Department, and County Commission; responsible for ensuring fiscal accountability for all budget expenditures.
- Ensure activities for the department are performed in accordance with all applicable laws, regulations, policies and procedures.
- Assume management responsibility of all departmental services and activities including but not limited to; employee training, staffing levels, inmate records, inmate transfers, inmate medical appointments and/or travel, security, adequate inmate health and mental health treatment. Will also be an administrative liaison for the Youth Development Program.
- Update, implement and write program changes to improve jail functions and services; review policies and procedures on a regular basis to ensure compliance with new mandates.
- Establish and maintain an effective system of communication throughout the organization and with other law enforcement agencies, the courts, other jail facilities and the public.
- Responsible for the inspection and maintenance of the facility and other adjacent properties ensuring the safety of all employees and inmates.
- Conduct employee briefings and meetings with staff on a regular basis.

- Ensure the development, communication, implementation and training of Santa Fe County Correction's Emergency Operations Plan (EOP). Authorize the execution of the EOP, directing and ensuring adequate resources are provided to best protect residents, employees and property of the County's jurisdiction.
- Responsible for administrative security, medical and other programmatic activities of the SFCADC. Establishes facility plans, programs, goals and objectives. Establishes and approves policies and procedures. Assist the Public Safety Department with preparation, negotiation and modification of contracts, budget, program and administrative matters in accordance with Santa Fe County policy.
- Provides regular feedback to staff regarding inmate interaction procedures and intervention techniques. Maintains accountability of staff, inmates and property and adheres to safety practices. Evaluates staff performance, provide staff training and implements organizational structure.
- Establishes and maintains communication with Santa Fe County community and civic officials to promote acceptance and involvement in the SFCADC.

**Knowledge and Skills:**

- Knowledgeable in correctional facility functions as well as financial operations.
- Must demonstrate excellent oral and written communication skills.
- Thorough knowledge of management practices
- Thorough knowledge of Santa Fe County Handbook and union contracts
- Knowledge of supervision practices and crisis management
- Knowledge of state statutes and of the criminal justice systems of the County and the State
- Problem solving skills
- Ability to communicate effectively verbally and in writing
- Ability to manage effectively
- Ability to write legible reports in English using correct grammar
- Ability to add, subtract, multiply, divide and calculate percentages
- Ability to react quickly and appropriately to emergency situations
- Ability to deal effectively and therapeutically with dysfunctional behavior; plan and implement therapy programs
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**Minimum Qualifications:**

- Bachelor's Degree in Public Administration, Criminal Justice, Psychology, Sociology, or related field plus seven (7) years experience in a detention center or correctional facility. Three years must be in the capacity of a Deputy Warden or above. Related education and experience may be substituted at a rate of thirty (30) semester hours equal to one (1) year experience Must pass background check (driver's license, criminal history, and wanted persons).
- Must possess a valid New Mexico Class D driver's license. Incumbent is required to drive a Santa Fe County vehicle while conducting County business.

**Working Conditions:**

Incumbent is exposed to health hazards including emergency or dangerous situations, which may result in personal injury, death, or hostage situations, poor personal hygiene of detainees, and to infectious diseases carried by detainees. Incumbent may be exposed to job induced emotional and mental stress and tension. Work schedule may include evening and weekend hours. Some travel may be required. Incumbent will be subject to random pat down searches. May be subject to exposure to CRT's, VDT's and UV rays. Essential employees shall be required to work assigned shifts regardless of adverse weather conditions or holidays. The Jail Administrator performs in an at-will capacity meaning the employee-employer relationship may be terminated at any time, with or without cause, by either party.

**Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening.**

**Submit Applications to:  
Santa Fe County Human Resources  
949 West Alameda Santa Fe, NM 87501**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.  
Proof of education, certificates and/or endorsements must be attached to each application.**