



JAIL ADMINISTRATOR – CAPTAIN

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

We are a dedicated county jail committed to providing a safe and secure environment for inmates, staff, and visitors. We are currently seeking an experienced and qualified Jail Administrator to oversee the daily operations of our facility.

The Jail Administrator will be responsible for the overall management, administration, and coordination of all facility operations and programs. This role involves ensuring compliance with local, state, and federal regulations, and maintaining effective relationships with staff, inmates, and the community.

You will be successful in this role by completing the following tasks and responsibilities:

- Direct and oversee all aspects of jail operations, including security, inmate management, programming, and staff supervision.
- Develop and implement policies and procedures to ensure the safety and security of inmates, staff, and visitors.
- Manage budgets and allocate resources effectively to meet facility needs.
- Coordinate with law enforcement agencies, legal entities, and community organizations.
- Ensure compliance with all legal standards and regulations.
- Conduct regular inspections and audits to ensure facility safety and security standards are met.
- Provide leadership and management to staff, including training and performance evaluations.

Requirements:

- Minimum of 7 years of experience in a county jail or other correctional facility.
- At least 3 years of supervisory experience.
- Valid motor vehicle driver's license.
- No felony convictions or arrests with Domestic Abuse enhancers.
- No PREA related disqualifiers
- US Citizenship.

Preferred Requirements:

- Wisconsin Jail Certification through LESB
- Understanding of the Prison Rape Elimination Act
- Excellent communication skills along with knowledge of computer applications

Wage & Benefits

Exempt Salaried Position - \$48.93 - \$53.61 per hour

Wage and benefits may be accelerated based on prior correctional and/or county jail experience and certifications already obtained

Benefit Highlights

Paid Vacation

Health insurance or Health insurance Opt Out Plan

Dental & Vision insurance

Life insurance

Wisconsin Retirement System

Health Savings Account

Deferred Compensation Program

Group Life insurance

Jefferson County offers an excellent, comprehensive benefits package. [Click Here for 2024 Jefferson County Benefits](#)

Employees at Jefferson County Value

Competitive Pay • Excellent Benefits • Great Coworkers • Flexibility • Advancement & Opportunity • Family Culture

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at www.jeffersoncountywi.gov

Jefferson County is an Equal Opportunity Employer