

Becker County, Minnesota Jail Administrator Position Profile (Notice of Position Opening)

Established to Serve Since 1858

Becker County,
Minnesota

Forestry ... Industry ... Tourism ... Agriculture ...
... Bringing It ALL Together ...

Becker County, Minnesota

Becker County is located in the heart of lakes country Minnesota, 45 miles east of the metropolitan area of Fargo/Moorhead. The county is situated in an area known as Park Region and is considered one of the State's most beautiful and versatile recreation areas. The Detroit Mountain Recreational Area is scheduled to open later this year and it will include downhill and cross-country skiing, tubing, bike trails and more. The county contains more than 400 lakes and encompasses 11 communities, including the county seat, Detroit Lakes. It is the only Minnesota county containing all the Minnesota state symbols: loons, pink and white lady slippers, wild rice, Norway Pines, blueberries and eagles.



County Services

Becker County encompasses 1,440 square miles, divided into 37 townships, and stretches 30 miles north to south and 48 miles east to west. The County is served by five County Commissioners elected from individual districts equally balanced in population within the County. Becker County employs approximately 300 employees with a budget of over \$40 million. Becker County is a full service County providing a wide-range of important functions



Education & Healthcare

Becker County is primarily served by seven distinguished school districts: Detroit Lakes Public Schools, Pine Point School, Ulen-Hitterdal Public School, Lake Park-Audubon Schools, Frazee-Vergas Public Schools, Menahga Public Schools and Waubun-Ogema-White Earth School District. Healthcare services are provided by Essentia Health St. Mary's Hospital in Detroit Lakes. The hospital provides services that include a birthing center, medical clinic, 24 hour emergency room, urgent care clinic, and home health services.



Recreation

With abundant lakes, streams, forests, trails, and top-notch facilities, Becker County offers some of the best outdoor recreational opportunities you can find. No matter what the season, outdoor enthusiasts flock to this area to enjoy their favorite activities, and to experience all that Becker County offers.



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Becker County Sheriff’s Office & Jail

Mission Statement

The mission of Becker County Jail is to serve and protect , ensuring a safe environment to those who live, work and recreate in Becker County by providing for the care, custody and control of inmates remanded to its facilities, and by assisting these inmates in their preparation for release as civil and productive citizens without regard to religion, color, sex or nationality.



Courthouse, Sheriff’s Office & Maximum Security Facility

Facilities - New Jail

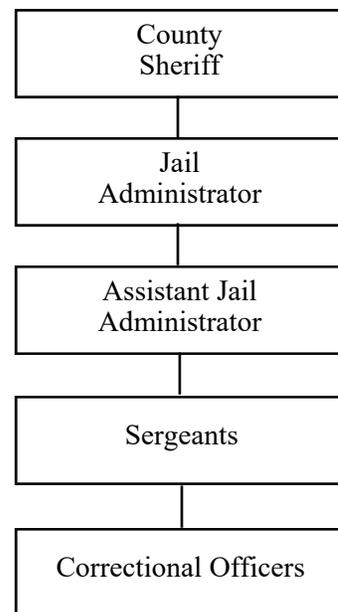
Currently the Becker County Jail operates two local facilities for adults. 1) The Maximum Security Facility is for those who are held primarily pending sentencing and for females remanded to our custody to serve sentences ranging from one day through one year. 2) The Minimum Security is for males who have been remanded to our custody to serve sentences ranging from one day through one year; and state S.T.S. and Work Release workers serving out the rest of their prison sentence for reintegration back into society.

In February 2015, the Board of Commissioners agreed to move forward with construction of a new jail facility. The new jail will be 186 to include minimum security. Various meeting and tours have taken place to develop ideas and concepts for the new Jail. Ground breaking will occur this summer and an anticipated opening December 2018. The Sheriff and the Jail Administrator play a key role this process.



Minimum Security Facility

BECKER COUNTY SHERIFF DEPARTMENT ORGANIZATIONAL CHART



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Position Summary

The Jail Administrator has the overall responsibility for all operations of the correctional facilities for Becker County and reports to the County Sheriff. The position manages to facilitate smooth and orderly operation with a goal to serve and protect, ensuring a safe environment by providing for the care, custody and control of inmates remanded to its facilities in a professional and fiscally responsible manner.

Position Requirements

Requires a 1) Bachelor's degree and two (2) years management/supervisory experience in corrections or related field **OR** an Associate degree and three (3) years management/supervisory experience in corrections or related field. 2) Two plus years work related experience in Microsoft Word and Excel. Valid Driver's License. Successful completion of full background check.

Professional Capabilities

Managerial skills: Works effectively with other department staff personnel creating efficiency and overall accountability. Ability to work with others, earns trust, credibility, sense of humor, and has strong interpersonal skills.

Intergovernmental Relations: Support and coordinate activities with tribal governments, and state entities.

Balanced Leadership: Provide leadership and direction in prioritizing and implementing the Department and County Board goals. Balances the day to day responsibilities with strategic thinking and long term planning.

Effective Communication: Credible, honest, and recognized for integrity and willingness to share information. Creates an environment of open and honest communication. Willingly listens and engages with others in discussions.

Opportunities to *Make a Difference* in Becker County

Continuous Improvement

With the influence of economic challenges, and the impact of technological advancements, this position will assist in leading initiative to enhance overall operations, services and new building structure and design. inter departmental relationships.

Compensation and Benefits

Salary range is \$26.23 per hour—\$34.46 per hour depending on qualifications. Please submit your current salary and salary of last position held. Becker County also offers a wide range of competitive benefits, including a cafeteria plan consisting of three health plans (including options for an HRA or HSA), dental, vision, life insurance, and flexible spending accounts. The County's monthly contribution rate for 2017 is \$1,269.25 with the option of cash in lieu of up to \$682.85.

Application and Selection Process

Applications will be accepted until position is filled; first review of applications will be August 30, 2017 To apply, please submit a Becker County application, resume, salary history, and four work-related references to Nancy Grabanski, Human Resource Director, Becker County, 915 Lake Avenue, Detroit Lakes, MN 56501. Applications are available by accessing the Human Resources page at www.co.becker.mn.us. For more information, call (218) 846-7309.

Becker County is an Equal Opportunity Employer