



Pennington County
Commander
(Exempt D61)

Position Objective:

The Commander of Western South Dakota Juvenile Services Center (JSC) is responsible for all operational facets of Juvenile Services Center, including the staff, support services, and daily operations that together ensure the proper care and secure custody of detainees. The Juvenile Services Center Commander is accountable to the Sheriff and Chief Deputy Corrections for Implementation of all of the Sheriff's orders and direction concerning the operation of Juvenile Services Center.

Essential Functions:

- Directs the daily operations of the Juvenile Services Center.
- Hires, trains, assigns, schedules, directs, supervises, evaluates and disciplines personnel.
- Monitors and ensures compliance with all program requirements, contracts and laws related to housing, security, booking and release of detainees.
- Provides direction and oversight in the development, implementation and monitoring of policies and procedures.
- Reviews complaints, facility incidents and grievances from employees, detainees and the public.
- Responds to significant incidents.
- Routinely inspects the facility to include detainee interaction to ensure fulfillment of detainee rights and needs.
- Attends administrative, supervisory, and command staff meetings.
- Coordinates planning efforts with community groups, service providers, and local, state and federal agencies; represents the division on a variety of groups, boards, committees and task forces.
- Collection and distribution of data.
- Directs the maintenance and upgrade of facilities
- Directs the management of budgets; reviews and approves expenditures.
- Directs inmate disciplinary programs; ensures due process and responds to appeals.
- Oversees facility-contracted services.
- Serves as a liaison between other services housed within the JSC facility.
- Attends administrative, supervisory, and command staff meetings.
- Attends trainings as required.
- Adheres to policy and procedure.
- Performs related duties.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- Bachelor's Degree in an appropriate discipline. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to the Bachelor's Degree.
- Two years of related administrative experience and demonstrated administrative ability and leadership.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to SD.

Working Environment:

The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

Physical Requirements:

The Commander can expect to frequently stoop, kneel, crouch, stand, climb stairs, walk, and sit. Other physical demands include periodic high levels of exertion in the form of unarmed self-defense and lifting and/or moving more than 100 pounds. Commanders must possess sufficient physical capability to overcome and restrain a combative or resistive detainee and are required to demonstrate compliance with physical fitness standards annually.