



# San Miguel County

Human Resource Office

**Eileen Sedillo, Director**

Chairman: Harold Garcia, District 1 | Vice-Chair: Martin Sena, District 4  
Max Trujillo, District 3 | Kenneth Medina, District 5 | Janice Varela, District 2  
County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

## SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the position of Detention Center **Auditing Compliance/ Staff Development Manager**. Under the direction of the Warden and Deputy Warden, this position is responsible for ensuring compliance of the facility operations in accordance with all contracting agency standards and statements of work. This position will be responsible for staff development and all training requirements and record keeping for the Detention Center personnel.

Minimum qualification: High School Diploma or equivalent. Bachelors degree preferred; three (3) years work experience in corrections.

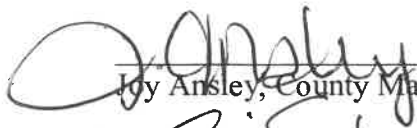
**SALARY RANGE 23: \$38,047.00 (\$18.29 per hour)**

**Status: Full time**

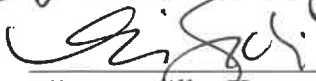
**FLSA: Non-exempt**

**DEADLINE: April 5, 2024**

Applications and a detailed job description may be obtained from the SMC Human Resource Office located at 500 West National, Suite 202 or on the SMC website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us). A complete application will consist of the SMC job application, resume and transcript(s). San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

  
Joy Ansley, County Manager

3-22-24  
Date

  
Eileen Sedillo, Human Resource Director

3-22-2024  
Date

Published: \_\_\_\_\_, 2024



# *San Miguel County*

## DETENTION CENTER AUDITING COMPLIANCE/STAFF DEVELOPMENT MANAGER JOB DESCRIPTION

Status: Full Time Position  
FLSA: Non- Exempt

### **GENERAL STATEMENT OF DUTIES:**

Under the direction of the Warden and Deputy Warden, this position is responsible for ensuring compliance of the facility operations in accordance with all contracting agency standards and statements of work. This position will be responsible for staff development and all training requirements and record keeping for the Detention Center personnel.

### **RESPONSIBILITIES AND DUTIES:**

- Conducts internal audits based on all approved standards and guidelines; coordinates and ensures compliance of all facility operational contracts and agreements; deals with community and contracting agency issues in coordination with the Warden and Deputy Warden
- Conducts inspections and reviews of facility programs and documentation, resident files, and standard operating procedures for compliance; ensures accuracy of reporting data in resident files; reviews policies of organizational elements, personnel, foodservice, fire and sanitation procedures, medical services and operational functions to determine compliance
- Develops and implements auditing tools; prepares written report findings; responsible for knowing and abiding by all department and county policies and procedures; facilitates the research of training resources and materials; reviews staff training manuals and submits findings and recommendations regarding the overall operations and compliance of the facility; supervises assigned staff.
- Identify necessary training/development for detention center personnel.
- Create training schedules for detention center personnel; track and maintain records of training activities.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Basic knowledge of detention center operations, rules and regulations pertaining to officers and inmates.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Knowledge of investigative/audit techniques, practices and methods
- Knowledge of American Correctional Association (Detention and Training School) standards, Bureau of Prison standards, and the Statement of work standards. Skill in organization and training facilitation.
- Ability to gather, assemble, and analyze information to establish compliance with standards
- Ability to operate various word processing, spreadsheet, presentation, and database software programs
- Ability to read and write legibly in English; prepare accurate, complete and legible reports; and perform quality improvement activities.

- Ability to think and act quickly; communicate effectively and demonstrate excellent written and verbal communication skills

**SUPPLEMENTAL INFORMATION:**

Work is in a detention facility, office environment and occasionally outdoors in varied weather conditions with exposure to dust, fumes, airborne particles and/or potentially dangerous situations, exposure to hazardous materials, excessive noise, hostile individuals and work near hazardous moving equipment or machinery. Work may require the use of protective clothing and equipment, devices or materials. While performing the duties of this job, the employee regularly is required to stand, walk, and sit; use hands to finger, handle or feel; reach with hands or arms; and talk or hear. Ability to lift 50lbs. clarity of vision at long distance and short distance is required. Evening, holiday, and weekend work may be required. Occasional overnight travel is required. Subject to random pat down searches.

**EDUCATION AND EXPERIENCE:**

High School Diploma or Equivalent (GED)

Bachelors degree from an accredited university in Public Administration, Criminal Justice, Psychology, Sociology, or related field.

Three (3) years of work experience in corrections; law enforcement, or judicial setting performing duties specifically relevant to the essential job functions of the position; **or**

Any combination of education or experience in Corrections, Law Enforcement, or Judicial setting performing duties specifically relevant to the essential job functions of the position totaling 5 years.

Education is counted at the rate of 30 credit hours equals one year.

Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

JOB DESCRIPTION APPROVED BY THE BOARD OF SAN MIGUEL COUNTY COMMISSIONERS: March 12, 2024

  
 COUNTY MANAGER

  
 HUMAN RESOURCE DIRECTOR

3.22.24  
 DATE

3.12.2024  
 DATE

\_\_\_\_\_  
 WARDEN

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 EMPLOYEE

\_\_\_\_\_  
 DATE