



Virginia Peninsula Regional Jail

Assistant Director of Support Services (Captain)

Organization Profile

The Virginia Peninsula Regional Jail, (VPRJ) located in James City County, VA, seeks a career-minded individual for the position of Assistant Director of Support Services. The position performs supervisory and administrative work involving the operation of the Support Services Division of the Regional Jail. The organization provides a secure facility and services four jurisdictions, (James City County, Williamsburg, York and Poquoson), and employs a variety of sworn and civilian staff. A team-oriented environment, excellent benefits, competitive salary, safe and secure working environment, and a well-trained staff of professionals make VPRJ a great place to work. For more information about the Virginia Peninsula Regional Jail, please visit www.vprj.net.

Position Profile

The Assistant Director of Support Services provides high level administrative direction and leadership to the staff to include assigning personnel to their areas of work, evaluating performance and enforcing Regional Jail rules, regulations and standards. The Assistant Director of Support Services must exercise considerable initiative and independent judgement in all phases of work as well as tact, courtesy and firmness in contact with the general public. The Assistant Director of Support Services is subject to the usual hazards of corrections work. The Assistant Director of Support Services reports to the Director of Support Services.

Compensation and Benefits

Salary is commensurate based on background, training, education and experience. Benefits include participation in the Virginia Retirement System, paid leave, group life insurance, and medical insurance. The Virginia Peninsula Regional Jail is an Equal Opportunity Employer.

Applications and Inquiries

The position will be opened until filled. **All applications must be submitted by 5:00 pm on July 23, 2021.** All applications must include a letter of intent, resume and sent either by US mail or delivered to Human Resources, (**Attention, Assistant Director of Support Services Vacancy**). For further enquiries, you may contact Human Resources at 757-820-3909. No email applications will be accepted.

Essential Job Functions (other essential job functions may be designated by department)

- Responsible for the effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work and related activities.
- Responsible for continuous monitoring of all current regulations, new laws, precedent decisions and directives that may operationally impact the Regional Jail.
- Studies and evaluates enforcement activities and local court trends that may require adjustment in plans to provide the most effective utilization of VPRJ and its staff.
- Evaluates management and operational problems encountered, and plans the course of remedial action..
- Enforces the policies and procedures of the facility, prepares and recommends changes or modifications as needed.
- Performs other duties as assigned by the Director of Support Services..

Job Preparation Needed

- Any combination of education and experience equivalent to a bachelor's degree in related field; and, extensive experience in the administration of adult corrections.
- Basic Jailer certification with the Virginia Department of Criminal Justice Services or equivalency in another state. Must certify with DCJS within 12 months of hire.
- Must possess or be able to obtain within thirty (30) days of hire a valid Virginia driver's license.
- Must be a citizen of the United States.
- Must have no prior conviction for a felony criminal offense as provided for in the Code of Virginia or a prior conviction in a federal, military, or other state court that would be a felony if committed within the Commonwealth of Virginia.
- Extensive knowledge of the principles and practices of direct supervision in a correctional facility; knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to manage the efficient operation of the facility and to maintain compliance with the standards of the Virginia Board of Corrections; ability to communicate effectively orally and in writing; prepare and interpret materials and equipment specifications; ability to exercise courtesy and tact as a member of a diverse team of employees and in citizen interactions.



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Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the County's values and further the County's mission.

Job Locations and Conditions

- Duties will be performed daily in an office setting but will frequently be found in any location in the facility.
- In many instances the Assistant Director of Support Services will be operating in a secure environment with constant attention to security issues as expected. Uses keys to open or close secured areas.
- Performs work safely in accordance with department and government safety procedures and regulations; operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions; may be assigned to report at a different time and location and to perform different duties as necessary.



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General Aptitudes and Physical Abilities

The Virginia Peninsula Regional Jail is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodations.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (from 1/3 to 2/3 of the time)	O= Occasionally (up to 1/3 of the time)	R= Rarely (less than 1 hour per week)	N= Not an essential job function
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General Aptitudes/ Physical Abilities	Frequency	Description
Mental Ability	C	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and, ability to make decisions in accordance with established procedures and policies
Communication Ability	C	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and, communicate with public, vendors, supervisors, and/or other employees, and County officials. <ul style="list-style-type: none"> • Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees, and County officials • Written Communication: read/understand text; exchange information in written form
Mathematical ability	F	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device
Spatial ability	O	Must have ability to comprehend forms in space and understand relationships of plane and solid objects; may be used in such tasks as blue print reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms
Operate office equipment	F	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.
Operate other equipment/tools	O	Necessary equipment and/or tools
Transport/Reposition Objects	O	Must be able to transport and reposition 5-10 pounds of materials/equipment from ground to waist.
Ascend/Descend	O	Must be able to work in and move to different height levels
Sit	F	Must have the ability to sit
Stand	F	Must have the ability to stand
Walk	F	Move self from one location to another on flat terrain.
Run	O	Move self from one location to another on flat terrain.
Position self to lower level	O	Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself
Reaching, handling, fingering, and/or feeling	F	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands
Seeing	C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; use peripheral vision; and, determine color and depth perception. Must be able to see at night and/or in dark spaces
Hearing	C	Must be able to hear and listen to voices and sounds
Driving	F	Must be able to transfer or convey in a standard vehicle.