

## LANCASTER COUNTY TRANSITION COORDINATOR

### NATURE OF WORK

This is responsible administrative and professional work coordinating all aspects of the transition process from the existing jail complex to a new facility.

Work involves responsibility for coordination of all transitional activities of the existing jail complex. Work also involves coordination with and being the liaison for Lancaster County with all agencies involved with transitional issues. An employee in this class works with considerable independence; however, the employee must comply with standards in keeping with the American Correctional Association. Supervision is received from the Corrections Administrator with work being reviewed in the form of reports, conferences and day to day operational effectiveness. Supervision is exercised over subordinate transition team members.

### EXAMPLES OF WORK PERFORMED

Coordinates all aspects of transition process from the existing jail complex to the new facility; oversees development of policy and procedure statements; posts orders and forms proposed for the new facility; continues to monitor and evaluate same for effectiveness.

Coordinates all aspects of staff training to ensure each staff member receives adequate introduction to the facility's operations.

Oversees the functions associated with the completion and testing of the new facility; mechanical and electronic systems checks and building shakedown.

Supervises the transition team; assigns duties to team members as needed, monitors and evaluates the performance of team members and provides relevant training as needed.

Acts liaison between Corrections Department and other agencies involved in transitional issues such as the clarification of policies and operational capabilities of the new facility and its staff.

Plans and assigns work of subordinate personnel.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of modern jail policies and procedures.

Considerable knowledge of state and local laws and regulations pertaining to the operation of a centralized jail complex.

Considerable knowledge of management practices of modern correctional facilities.

Considerable knowledge of the jail standards established under the American Correctional Association.

Ability to plan, organize, train and assign work to subordinate staff members regarding the new facility and transition issues.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with law enforcement, governmental officials, co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public administration, criminal justice, sociology or related field plus considerable experience in correctional institution management in a responsible supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school with college level course work in public administration, criminal justice, sociology or related field plus experience in correctional institution management in a responsible supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENTS

\* Must be a citizen of the United States, possess good moral character, and be at least nineteen (19) years of age or older.

\* Must be fingerprinted within seventy (70) days of employment, and a search made of local, state, and national fingerprint files for disclosure of nay criminal records; must be free of any convictions of crimes punishable by imprisonment in a federal or state penitentiary for a term of one (1) year or more, from which a pardon has not been received.

\* Must be examined by a licensed physician within sixty (60) days of employment, and meet the requirements of Medical Examination Form 40-7E (State of Nebraska).

\* Possession of a valid State of Nebraska driver’s license when operating a vehicle may be necessary to the satisfactory performance of assigned duties.

\* As per Nebraska Jail Standards Act.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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