

JAIL BUSINESS MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and managerial position responsible for all business operations of the Dutchess County Jail, including budget control and preparation, personnel management, and purchasing. The work is performed under the general direction of the Correction Administrator and Assistant Correction Administrator. Direct and indirect supervision is exercised over clerical office staff and Correction personnel involved with related activities.

TYPICAL WORK ACTIVITIES:

1. Oversees the preparation and administration of the department budget;
2. Supervises and trains business office personnel, and maintains all personnel records;
3. Prepares requisitions for equipment and supplies;
4. Prepares bid specifications and reviews purchase contracts;
5. Supervises in-house maintenance of payroll system and employees' time and attendance records;
6. Coordinates, monitors and reviews all ordering, inventory and distribution policies and procedures, including kitchen and maintenance operations, commissary, and quartermaster system for uniforms and supplies;
7. Coordinates and monitors contracted services;
8. Maintains contact with vendors and contractors;
9. Supervises and monitors all manual and computerized accounting systems and procedures;
10. Prepares periodic reports and performs specific projects as assigned;
11. Supervises maintenance and monitoring of accounts of non-County funds, including inmate money, inmate welfare fund and commissary;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern governmental accounting and accountkeeping practices; good knowledge of public personnel practices and procedures; good knowledge of modern practices, principles and procedures of correctional facility management; good knowledge of New York State Minimum Standards and Regulations for Management of County Jails; ability to present written and oral comments and opinions clearly; ability to schedule, assign and supervise the work of others; ability to communicate effectively with others, including inmates; ability to make sound judgments; tact; courtesy; physical condition commensurate with the demands of the position.

