

# **Sisseton-Wahpeton Oyate**

## **Job Description**

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**Job Title:** Detention Administrator

### **INTRODUCTION:**

The incumbent contributes to this mission of the Sisseton-Wahpeton Detention Center by performing his or her assigned job responsibilities in a manner consistent with total quality management principles that promote peak performance and services delivery to Sisseton-Wahpeton Oyate Tribe of the Lake Traverse Reservation.

### **MAJOR DUTIES:**

Supervisory & Program Responsibility:

Working under the direction of the Chief of Police, exercises delegated technical and supervisory responsibilities to plan, direct, implement, evaluate, and coordinate the functions of the Sisseton-Wahpeton Detention/Correction Program.

Performs first level supervisory personnel management responsibilities over a number of employees, with the assistance of functional working leaders, in carrying out detention functions. Incumbent supervises three shifts, which provide 24-hour coverage. Structures assignments and assigns work subordinates based on priorities and deadlines, selective consideration of the difficulty and requirements of assignments and the capabilities of employees. Assures that mission requirements are met keeping management and employees informed on issues and decisions affecting them including feedback from conferences and meetings. Schedules and grants leaves. Advises employees of performance expectations. Provides proper guidance and direction, continuous feedback on strengths and weaknesses and holds employees responsible for satisfactory completion of work assignments. Appraises performance within established Sisseton-Wahpeton Oyate Tribes Policy and Procedures. Provides and advocates appropriate recognition and feedback for employee performance and contribution to the Agency and Sisseton-Wahpeton Law Enforcement mission, using the full range of honorary and monetary awards. Hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher-level supervisor or manager. Initiates and advocates appropriate corrective and/or adverse action for performance or conduct. Identifies developmental and training needs of employees, providing or arranging for needed development and training.

In addition to above first level supervisory responsibilities, the incumbent serves as the technical advisor and supervisor to team leaders in the daily operations of their assigned functional area. Exercises significant responsibilities in dealing with officials of other units or organizations or in

advising management officials of higher rank. Assures reasonable equity, among groups and projects, of performance standards developed by team leaders. Makes decisions on work problems presented by team leaders. Evaluates subordinate leaders and evaluates non-supervisory employees with input from the team leaders. Makes selections for subordinate team leaders. Hears and resolves group · grievances or serious employee complaints. Where appropriate determines whether contractor performed work meets standards of adequacy necessary for authorization of payment.

Finds ways to improve production or increase the quality of the work directed; recommends changes in workflow to increase efficiency and promotes team building. Develops the program budget and monitors expenditures. Prepares justifications for purchases. Develops long-range budget plans and determines future requirements. Monitors the progress of the department towards its goals through general inspection of activities, makes evaluations and periodically directs adjustments in work effects toward these goals. Approves personnel and payroll expenses such as salary increases, overtime, and employee travel. The incumbent must ensure that employees supervise and adhere to the Sisseton-Wahpeton Oyate Tribes Police and Procedures concerning pay, travel, sick and annual leave.

The incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employment practices regarding race, color, religion, sex, national origin, age, or handicap. Specifically, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her supervision in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of · employee achievements; (4) career development of employees; and (5) full utilization of their skills. Keeps informed, supports and communicates to employees EEO policies, plans and programs.

Responsible for the operation of the detention/correction program including the inspection of detention facilities, equipment, uniforms and attire of all detention staff.

The incumbent will be required to successfully complete Basic Detention Officer Training Course provided or approved by the Indian Police Academy, and required medical and emergency response training.

Work involves the protection of life and civil rights of individuals; therefore, the incumbent must exercise considerable discretion in dealing with administratively sensitive matters.

Incumbent has numerous daily personal contacts with all types of individuals within and outside the detention/correctional facility; therefore, incumbent must be tactful, efficient, and diplomatic in inter-personal communications.

The incumbent is responsible for keeping drug free and demonstrating knowledge of agency drug policy and procedures. Must be aware and alert to the symptoms and signs of drug abuse

and change in behavior, and report the appearance of unusual actions to responsible officials. Encourages peer discussion groups and outreach to available resources, as appropriate, suggest to the supervisor improvements to the workplace to enhance a drug-free environment, indicating willingness to help bring about positive change.

Incumbent must be BIA certified Correctional Officer from the Indian Police Academy or within one year of hiring and required medical and emergency response training.

Incumbent must be drug free and demonstrating knowledge of agency drug policy and procedures. Must be aware and alert to the systems and signs of drug abuse and change in behavior and report the appearance of unusual actions to responsible officials. Must adhere to the Sisseton-Wahpeton Oyate's Drug free work place.

Incumbent must have and maintain a clean record, with no convictions for felonies or for equivalent high misdemeanors in jurisdictions which do not categories serious crimes or felonies. High misdemeanors usually result in sentences of six (6) months or longer. Incumbent must pass a Background and Adjudication process.

Incumbent must provide a valid driver's license before hiring.

Incumbent must have a High School Diploma or G.E.D. or 5 year or more work experience in corrections.

Incumbent must attend supervisory training at the Indian Police Academy within one (1) years time of hire.

Approved  Date 6-13-25