



# Job Announcement

## POSITION

### Division Manager - Detention

## SALARY RANGE

**\$107,723.20 - \$140,046.40**

## LOCATION

**Reno, NV**

### About the Division Manager – Detention

Under general direction, manages the daily operations of the Washoe County Sheriff's Office Detention Operations Bureau which includes Inmate Booking, Central Control Operations, Programs, and Services; and performs related duties as required. This is a non-commissioned position.

#### Duties include:

- Manage and direct the operations and activities of Inmate Booking, Central Control Operations, Programs, and Services; develop, plan, coordinate, implement, and evaluate policies, procedures, goals, and objectives.
- Oversee recruitment, hiring and assignment of division personnel according to the needs of the department. Work directly with Human Resources regarding hiring practices and personnel issues: participate in promotion and hiring interviews; supervise assigned staff which includes providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.
- Serve as primary resource for information regarding policies, procedures, and

operations of the detention facility, handle inquiries on the telephone via email and in person, provide information, resolve complaints.

- Develop, administer, and monitor the division annual budget to include multiple cost centers. Evaluate budgetary needs including recommending and monitoring expenditures for designated accounts, reviewing financial condition of assigned programs, and recommending/initiating corrective action to ensure financial integrity.
- Analyze and evaluate the impact of changes in local, state, and federal policies and regulations, and develop procedures that ensure the detention facility is in legal compliance.
- Evaluate the overall effectiveness of the divisional programs and services; collect and analyze statistical data and recommend program changes or additional programs that result in the efficient achievement of goals and objectives; prepare and present written and oral reports/presentations.



QUALITY  
PUBLIC SERVICE



INTEGRITY



EFFECTIVE  
COMMUNICATION



**Ideal Candidate Criteria**

- Has exemplary leadership experience.
- Has the ability to collaborate across internal and external agencies.
- Has supervisory or management experience.
- Has experience with budget management, strategic planning, grants and Request For Proposal (RFP) processes.
- Will be available to work on-site.

**Experience & Training Requirements**

A bachelor’s degree from an accredited college or university in business administration, public administration or a closely related field AND three years of full-time supervisory experience in detention operations or a closely related area; OR an equivalent combination of related education and experience.



**About the Washoe County Sheriff’s Office**

The Washoe County Sheriff’s Office provides law enforcement services for the unincorporated area of Washoe County. We also are responsible for operating the only adult detention facility for pretrial detainees and sentenced misdemeanants within Washoe County. The Agency has an authorized strength of 495 commissioned,

335 civilian, and 58 intermittent hourly employees. We also have 10 active Reserve Deputy Sheriffs and a volunteer corps of 400 persons. The Sheriff’s Office has an annual operating budget of \$152M and has over \$27M in restricted funding such as grants and donations.

**The Mission of the Washoe County Sheriff’s Office**

Dedicated to preserving a safe and secure community with professionalism, respect, integrity and the highest commitment to equality.

**License or Certificate Requirements**

- A valid driver’s license is required at the time of appointment.
- Possession of, or ability to obtain within six months of date of appointment, current certification on the NCIC/NCJIS criminal history information system.

**Compensation & Benefits**

The annual salary range for this position is \$107,723.20 - \$140,046.40. Washoe County also offers an exceptional benefits package which includes:

- Nevada PERS Retirement - Washoe County pays 100% of the PERS contribution for each full-time employee
- Health, Dental, Life and Vision Insurance - Washoe County contributes 100% of the premium for each employee. Coverage includes medical, dental, vision, and life insurance. Washoe County also contributes 50% of the premium for dependent coverage. Note: New employees are automatically enrolled in the High Deductible Health Plan (HDHP) with a Health Savings Account. Employees become eligible for health benefits after 90 days of employment. Washoe County contributes up to \$2,500 annually into the employee’s Health Savings Account (HSA) for those who carry dependents and \$2,250 for those with no dependents.
- Deferred Compensation plans available
- 11 Paid Holidays
- Vacation Accrual (96 hours per year, increasing with continued employment)
- Sick Leave (120 hours per year, increasing with continued employment)
- Longevity Pay
- Merit Increases - Full-time employees eligible to receive an annual merit increase of 5% until the position classification’s maximum salary is reached.
- Cost-of living adjustments - historical annual COLA increases for 2017-2023 have ranged from 2.5% - 5.0%
- There are no Social Security deductions (although a 1.45% deduction for Medicare is required)
- Nevada does not have state or local income tax\*







# Division Manager – Detention

## About Washoe County

Washoe County is located along the eastern slopes of the majestic Sierra Nevada Mountains in northwestern Nevada. Reno boasts a bustling downtown, diverse neighborhoods, proximity to beautiful Lake Tahoe and Nevada's flagship state university. Known for its recreational activities, Washoe County offers world-class ski and golf resorts, 24-hour gaming and entertainment, lakes, fishing, and hiking, all within minutes of the metropolitan area. Diverse lifestyle choices are available in Washoe County. Urban and suburban living is available, as are rural options in the vast unincorporated areas.

## Washoe County Governance & Organization

A five-member Board of County Commissioners (BCC), elected by district, governs Washoe County. The Board appoints a County Manager who is responsible for policy implementation and overall operations. The County fulfills major roles including providing services as an administrative arm of the state, and as a regional and community services provider. Washoe County has numerous state-of-the-art, award winning facilities and provides nationally recognized regional and urban services to a diverse population including public

safety, criminal justice, public works, and health and human services. Washoe County employs approximately 2,700 full time employees in 24 departments led by both appointed and elected department heads. The County's annual budget is comprised of 23 governmental funds, and six proprietary and internal service funds, with expenditures of over \$1 billion.

## Selection Process

In order to be considered for this excellent career opportunity, please submit an online application by visiting: [governmentjobs.com/careers/washoecounty](https://governmentjobs.com/careers/washoecounty)

If you have questions regarding this position, please contact, Alicia Agrella 775-328-6383 or e-mail to [aagrella@washoecounty.gov](mailto:aagrella@washoecounty.gov)

## Tentative Timeline

- January 12, 2024 – Recruitment Opens
- February 11, 2024 - Recruitment Closing Deadline
- Week of February 19, 2024 - Exam link sent to candidates who qualify for the position
- Week of March 11, 2024 – First round of interviews
- Week of March 18, 2024 – Final Interviews

## EEO Statement

Washoe County is proud to be an equal opportunity employer and is committed to a diverse workforce that creates a sense of belonging for all employees and citizens, thereby encouraging persons from all backgrounds and experiences to apply for employment.

Washoe County will recruit, hire, train and promote into all job levels without regard to race, religion or belief, gender, marital status or domestic partnership, familial status, national origin, age, mental or physical disability, pregnancy, sexual orientation, gender expression or identity, genetic information (GINA), veteran status, political affiliation, membership in an employee association or union or any other protected class under applicable federal or state law.