



LEE COUNTY SHERIFF'S OFFICE

GARRETT DURRENBERGER
SHERIFF

P.O. Box 98 ☆ 2122 FM 448
Giddings, Texas 78942

(979) 542-2800 ☆ Fax: (979) 542-1446
www.leecountysheriff.tx.org

Job Posting: Jail Administrator

Department: Jail Division

Reports To: Sheriff, Chief Deputy

FLSA Status: Exempt

Salary: Based Upon Qualifications

Application Deadline: Open Until Filled

Position Summary

The Lee County Sheriff's Office is seeking a highly qualified, experienced, and professional leader to serve as **Jail Administrator**. This position is responsible for the overall management, operation, and supervision of the Lee County Jail in compliance with the Texas Commission on Jail Standards (TCJS), state and federal laws, and Lee County Sheriff's Office policies.

Essential Duties and Responsibilities

- Direct and oversee daily jail operations, including inmate supervision, classification, booking, and release
- Ensure full compliance with **Texas Commission on Jail Standards (TCJS)** regulations
- Develop, implement, and enforce policies and procedures
- Prepare and manage the jail budget
- Supervise, train, and evaluate correctional staff and supervisors
- Maintain facility safety, security, and emergency preparedness protocols
- Coordinate inmate medical, mental health, and transport services
- Oversee inspections, audits, and compliance reviews
- Maintain accurate records and reporting systems
- Collaborate with courts, prosecutors, defense attorneys, and other agencies
- Address inmate grievances and internal investigations when necessary

Minimum Qualifications

- Texas Jail Administrator Certification (required or ability to obtain within statutory timeframe)
- Advanced Texas Jailer Certification preferred
- Minimum five (5) years of corrections experience
- Minimum three (3) years of supervisory or command-level experience
- Strong knowledge of Texas jail standards and correctional best practices
- Valid Texas Driver's License
- Successful background investigation

Preferred Qualifications

- Experience managing jail budgets
- Experience preparing for and successfully passing TCJS inspections
- Strong leadership and organizational skills
- Experience in policy development and staff training

Knowledge, Skills & Abilities

- Thorough understanding of jail operations and inmate management
- Strong leadership and team-building abilities
- Excellent written and verbal communication skills
- Ability to manage high-liability environments
- Sound judgment and decision-making under pressure
- High ethical standards and professionalism

Working Conditions

- Secure correctional facility environment
- Exposure to potentially hostile or combative individuals
- On-call availability for emergencies
- Extended hours as needed

Benefits

Lee County offers a competitive benefits package which may include:

- Health, dental, and vision insurance
- Participation in the Texas County & District Retirement System (TCDRS)
- Paid vacation, sick leave, and holidays
- Continuing education and training opportunities

How to Apply

Interested candidates should submit:

- Completed Sheriff's Office employment application
- Completed TCOLE Personal History Statement
- Resume
- Copies of relevant licenses and certifications

Current qualified employees should submit:

- Completed Sheriff's Office Promotional Application
- Resume
- Copies of relevant licenses and certifications

Applications may be submitted to:

**Lee County Sheriff's Office
Attn: Sheriff Garrett Durrenberger
P.O. Box 98 | 2122 FM 448
Giddings, Texas 78942**

LEE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

OPEN UNTIL FILLED