

HAMILTON COUNTY COMMUNITY CORRECTIONS POSITION ANNOUNCEMENT

Hamilton County Community Corrections announces an opening for **Facility Manager**. The agency, located in the 4th largest county in Indiana, is directly north of Indianapolis. Hamilton County Community Corrections operates a residential facility housing adult males and females, as well as an electronic monitoring program that serves adults and adolescents.

The position is responsible for managing the agency's physical plant and vehicle fleet. Duties include, but are not limited to, the coordination of all maintenance and housekeeping services with the appropriate personnel assigned to the Community Corrections facility, scheduling routine maintenance, developing and overseeing preventative maintenance plans, recommending contracts with service vendors as needed and ensuring compliance with various regulations. Responsibilities also include maintaining an inventory of supplies and equipment, and management of facility systems to include security hardware, and communication technology.

Qualified applicants should enjoy work that is detail oriented and be able to manage multiple tasks simultaneously. They should demonstrate a high level of initiative as well as the proven ability to meet deadlines. The candidate should possess a high school diploma or equivalent with previous experience in the criminal justice field. One (1) year of previous experience in operations management preferred. They should also possess a valid Indiana driver's license and demonstrate a safe driving record. This position is scheduled to work 37.5 hours a week and classified as an LTC F with a beginning salary of \$46,756.13. An excellent health care plan that includes medical, dental, vision and pharmacy coverage for employees and their families is included. Retirement benefits, paid vacation and holidays are also provided.

Interested candidates should apply at <https://jobs.hamiltoncounty.in.gov/> by end of business on April 3rd. **In addition to completing an application the agency requires that candidates upload a resume, as well as a cover letter which outlines their qualifications.**

Posted March 18, 2020