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Deputy Warden

JOB CODE	JOB FAMILY	PROFILE
JCM603	**Correctional**	**Deputy Warden**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$101,192.00 - $159,786.00**	**September 2, 2026**

The Deputy Warden provides highly responsible and complex support to the Warden and assumes full management responsibility for major operational areas within the Metropolitan Detention Center (MDC). This position ensures compliance with institutional policies, accreditation standards, and legal requirements while maintaining secure and effective operations. Deputy Wardens may oversee one of three functional areas.

FUNCTIONAL AREA

DEPUTY WARDEN (ADMINISTRATIVE)

The Deputy Warden (Administrative) provides advanced administrative support to the Warden and manages the Office of Professional Standards, PREA, classification, social services, and inmate programs. Ensures compliance with all applicable laws, court orders, and accreditation standards. Oversees policy development, cross-agency coordination, trend analysis, fiscal and budget management, and administrative process improvement. Directly supervises hiring, training, performance reviews, coaching, discipline, and terminations.

DEPUTY WARDEN (SECURITY)

The Deputy Warden (Security) provides highly responsible and complex support to the Warden and assumes full management responsibility for all security operations and related inmate services. Oversees staff supervision, ensures compliance with policies, accreditation, and court directives, and maintains secure and effective operations. Directly supervises staff hiring, training, performance assessment, coaching, disciplinary actions, and terminations.

DEPUTY WARDEN (SUPPORT)

The Deputy Warden (Support) provides critical support to the Warden and manages essential operational services including training, transportation, medical and mental health, fleet, CERT, K9 unit, Honor Guard,

recruiting, and peer support. Ensures these areas operate efficiently and comply with institutional policies and legal regulations. Supervises staff selection, training, evaluation, coaching, discipline, and termination processes.

Job Description

DUTIES AND RESPONSIBILITIES

FUNCTIONAL AREA

DEPUTY WARDEN (SECURITY)

- Assumes full management responsibility for security operations and inmate services and activities of the assigned area of responsibility. Ensures compliance with MDC policies and procedures, accreditation and court directives to achieve and maintain compliance sustainability.
- Manages the development and implementation of MDC goals, objectives, policies, and priorities for assigned service areas. Assists in developing policy governing the scope and direction of services provided; recommends and administers policies and procedures. Develops and revises standard operating procedures based on ongoing needs assessments.
- Represents MDC to other divisions, departments, elected officials, and outside agencies; coordinates assigned activities with those of other organizations.
- Explains, justifies, and defends MDC unit programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Establishes appropriate service and staffing levels, monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, and allocate resources accordingly.
- Plans, directs, and coordinates the MDC work plan through subordinate staff; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships, including hardware and software upgrades and training.
- Selects, trains, motivates, and evaluates corrections personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates in the development and administration of the department's annual budget; approves forecasts of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budget adjustments as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in corrections, criminology, social work, or related fields.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Assumes the responsibilities of the Warden in their absence.

- Ensures the development, communication, implementation, and training of Bernalillo County's Emergency Operations Plan (EOP). Authorizes its execution and ensures adequate resources are provided to best protect residents, employees, and property within the County's jurisdiction.
- Monitors staff and inmates to ensure compliance with policies, procedures, rules, and regulations; enforce offender disciplinary rules.
- Plans, assigns, and supervises the work of others.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents, or decisions requiring confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

DEPUTY WARDEN (SUPPORT)

- Develops, implements, and evaluates comprehensive staff training programs covering safety, security, mental health, and emergency response. Coordinates and documents mandatory training and certifications.
- Manages the facility's fleet of vehicles and oversees secure inmate transport logistics. Coordinates with external agencies for inter-facility and external transport.
- Supervises inmate healthcare and mental health services, ensuring adherence to legal standards and quality care. Collaborates with medical and mental health professionals to monitor treatment programs.
- Leads and manages the CERT team, ensuring tactical training, readiness, and appropriate equipment.
- Oversees the Honor Guard and manage ceremonial duties and official functions.
- Manages the K9 unit, ensuring proper training, deployment, and compliance with protocols.
- Oversees facility recruitment processes and strategies. Collaborates with HR, attends recruitment fairs, and promotes the facility as an employer of choice.
- Oversees the Peer Support Program; ensures training in crisis intervention and promotes staff mental health resilience.
- Leads and manages multidisciplinary teams. Fosters communication and collaboration across departments. Provides performance feedback and development opportunities.
- Represents MDC to other divisions, departments, elected officials, and outside agencies; coordinates assigned activities with those of other organizations.
- Explains, justifies, and defends MDC unit programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Monitors staff and inmates to ensure compliance with policies, procedures, rules, and regulations; enforces offender disciplinary rules.
- Plans, assigns, and supervises the work of others.
- Ensures compliance with all legal and regulatory requirements.

- Prepares and submits reports on performance, incidents, and operational efficiency.
- Conducts audits and inspections for quality control and continuous improvement.
- Plays a key role in emergency response plans related to health, security, transport, and tactical response.
- Collaborates with security units and law enforcement on threats or breaches. Prepares threat assessment reports.
- Recommends and implements physical security and procedural improvements.
- Provides training to staff on threat recognition and response.
- Ensures development, communication, and training of Bernalillo County's Emergency Operations Plan (EOP). Authorize its execution and ensure appropriate resource allocation.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents, or decisions requiring confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

DEPUTY WARDEN (ADMINISTRATIVE)

- Assumes full management responsibility for correctional administrative operations including Office of Professional Standards, PREA, classification, social, and inmate services. Ensures compliance with MDC policies, accreditation standards, applicable laws, and court orders.
- Manages the development and implementation of MDC goals, objectives, policies, and priorities for assigned service areas. Assists in developing policy governing the scope and direction of services provided; recommends and administers policies and procedures. Develops and revises standard operating procedures based on ongoing needs assessments.
- Represents MDC to other divisions, departments, elected officials, and outside agencies; coordinates assigned activities with those of other organizations.
- Explains, justifies, and defends MDC unit programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Establishes appropriate service and staffing levels, monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, and allocates resources accordingly.
- Plans, directs, and coordinates the MDC work plan through subordinate staff; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships, including hardware and software upgrades and training.
- Selects, trains, motivates, and evaluates staff; coordinates training and development; implements corrective actions and discipline procedures.

- Participates in the development and administration of the department's annual budget; approves forecasts of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budget adjustments as necessary.
- Attends and participates in professional group meetings; stays informed on new trends and innovations in corrections, criminology, or social work.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Assumes the responsibilities of the Warden in their absence.
- Ensures the development, communication, implementation, and training of Bernalillo County's Emergency Operations Plan (EOP). Authorizes its execution and ensures adequate resources are provided to best protect residents, employees, and property.
- Monitors staff and inmates to ensure compliance with policies, procedures, rules, and regulations; enforces offender disciplinary rules.
- Plans, assigns, and supervises the work of others.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents, or decisions requiring confidentiality of sensitive information.
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MINIMUM QUALIFICATIONS

- Bachelor's degree in Criminal Justice, Social Science, Public Administration, Business Administration, or a related field.
- Nine (9) years of work experience involving increasing responsibility in the corrections field
- Four (4) years of experience in a management role.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.

- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- The majority essential duties are performed indoors in a temperature-controlled environment.
- Outdoor duties are sometimes required in performance of essential duties and worker is exposed to natural weather conditions while performing outdoor duties.
- Worker may be exposed to intermittent noise and vibration, a variety of fumes and odors, contagious diseases and potentially hostile and dangerous situations.
- Indoor working surface is even and may be carpeted or tiled.
- Indoor surfaces are typically dry and may involve the use of stairs.
- Outdoor surface may be even or uneven and may be wet or dry.
- Outdoor duties may involve the use of stairs or ladders and may be performed on inclines or hills.
- Outdoor surfaces may include natural ground, asphalt, or concrete.
- Will be on call in emergency situations.
- Work hazards include high stress level of work and operating of a vehicle.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used to perform administrative duties includes the telephone, computer, telefax machine, photocopy machine, pager and two-way radio.
- Utilizes security equipment, restraint equipment, and mace as necessary, and weapons based on assignment.
- Utilizes first aid equipment, oxygen, fire extinguishers and other safety equipment on an as-needed basis.
- Operates a county vehicle as assigned.
- Materials and products typically handled in the performance of administrative duties include a wide variety of forms and paperwork, reports, various writing utensils and a wide assortment of other basic office supplies and materials.