



City of Lynnwood **JAIL MANAGER** *Recruitment Announcement*

About the City of Lynnwood Police Department

The City of Lynnwood Police Department is dedicated to providing public safety and community services that ensure a high quality of life for Lynnwood residents. As part of our commitment to innovative and efficient law enforcement, the department operates a new, state-of-the-art Corrections Facility designed to set high standards for safety, accountability, and rehabilitation. Lynnwood's Corrections Facility recently opened its doors, offering modern amenities and the latest security technology to support our mission of safe and humane corrections.



About the Position and Facilities

The Jail Manager oversees a staff of 28 and reports to the Operations Bureau Deputy Chief and is responsible for all operational aspects of Lynnwood's Corrections Facility. This includes ensuring compliance with federal, state, and local regulations, as well as adherence to the Prison Rape Elimination Act (PREA) and Washington Association of Sheriffs and Police Chiefs (WASPC) accreditation standards. The Jail Manager will act as the primary advisor on corrections-related issues and will be responsible for developing, recommending, and implementing policies and procedures that support safe and efficient facility operations.

Key responsibilities include managing facility operations, supervising and mentoring staff, budget development and administration, contract negotiation and oversight, and addressing safety and risk management concerns. The Jail Manager will also play a crucial role in handling sensitive situations that require discretion and professionalism, building trust and confidence among staff, inmates, and external partners.

Primary Responsibilities:

- Oversee the development, implementation, and enforcement of facility policies, ensuring compliance with laws and standards.
- Supervise, mentor, and develop jail personnel. Oversee recruitment, training, disciplinary actions, and conflict resolution.
- Manage facility budget preparation, monitor expenditures, and approve financial transactions to meet operational goals.
- Administer contracts for facility services, including coordination with Human Resources, medical service providers, and other external partners.
- Maintain adequate staffing and operational readiness, ensuring the safety and security of all individuals within the facility.
- Serve as a liaison for labor relations, public disclosure requests, and facility-related complaints, addressing issues promptly and effectively.
- Lead facility projects, including space planning, equipment procurement, and future operational needs assessments.
- The Lynnwood Corrections Facility is a brand-new, 86-bed facility that serves as a misdemeanor-only detention center, offering advanced technology and space for both staff and inmates. This facility is designed to ensure humane treatment and support for inmates, while maintaining the safety and security of the community and corrections personnel.



Desirable Qualifications

Successful candidates will have a bachelor's degree and at least ten years of experience working in corrections, with a minimum of five years in a managerial or supervisory role. Experience may be substituted for education.

Compensation

The annual salary range for this position is \$166,961 - \$177,132. Benefits include comprehensive medical, dental, vision, and life insurance, public employee retirement system contributions, holiday, vacation, and sick leave.



The Ideal Candidate

For this key leadership role, the City of Lynnwood seeks a highly credible and committed leader with a dedication to public service and a strategic vision for the future of Lynnwood's corrections facility. The ideal candidate is an experienced manager who can inspire, motivate, and gain the trust of staff, fostering a positive and respectful work environment. Integrity, accountability, and strong communication skills are essential for success in this role.

Candidates with experience developing programs focused on alternatives to incarceration and reducing recidivism are highly desirable. The Jail Manager will have the opportunity to lead initiatives that address the root causes of criminal behavior, support rehabilitation, and enhance community safety. Ideal candidates will have a track record of implementing re-entry programs, restorative justice initiatives, or other evidence-based practices that promote successful reintegration and reduce repeat offenses.

The preferred candidate will have experience and demonstrated success in the following areas:

- Modern corrections management and public administration methods and procedures.
- Principles of inmate care and custody, and techniques for managing corrections programs.
- A commitment to fostering a respectful and inclusive environment for staff and inmates.
- Budget administration, including strategic allocation of resources.
- Labor relations experience in a represented organization.
- Developing and implementing change management strategies.
- Building collaborative relationships with peers, law enforcement, and community stakeholders.
- Politically astute with a clear and transparent communication style.
- Creative problem-solver with a forward-thinking approach to facility management.

APPLICATION PROCESS

Persons interested in this position should submit the following information:

- A cover letter detailing qualifications and experience relevant to the role.
- A current resume that reflects the size of staff managed and budget responsibilities in prior positions.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. This position will remain open until filled but the screening process will move quickly. In order to be considered for the first round of interviews please submit your application materials at www.karrasconsulting.net.

The City of Lynnwood is an equal opportunity employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application, and selection process to applicants with disabilities who request such assistance.

About the City of Lynnwood

The City of Lynnwood is a vibrant and welcoming community located just north of Seattle, offering the perfect blend of urban amenities and natural beauty. Known for its diverse neighborhoods, excellent schools, and abundant recreational opportunities, Lynnwood is a city where families and professionals alike can thrive. Residents enjoy a high quality of life with access to beautiful parks, hiking trails, and scenic waterfronts, as well as a growing arts and culture scene. With convenient access to major highways and public transportation, Lynnwood provides easy commutes to Seattle and other surrounding cities, making it a prime location for those who seek both career opportunities and a strong sense of community. Whether you're looking to advance your career, raise a family, or enjoy outdoor adventures, Lynnwood is a fantastic place to live, work, and play.

