

CORRECTIONS WARDEN

Nature of Work: Under administrative direction of the Commissioner of Corrections, performs as the chief executive officer of a prison and shall have charge of its internal police and management, and provide for feeding, clothing, working and taking care of the convicts, subject to the control of the state commissioner of corrections. Shall promptly enforce all orders, rules and regulations made by the commissioner of corrections, enforces strict discipline among the convicts, protects and preserves the property of the state, and may for that purpose punish the convicts, or cause them to be punished, in the manner authorized by the commissioner of corrections. Shall have the custody and control of all real and personal property at the penitentiary, subject to the orders of the commissioner of corrections. Performs related work as required.

Examples of Work

- Responsible for the planning and management of the fiscal, administrative, and operational implementation of policies and procedures.
- Coordinates and directs staff in administrative, custodial, rehabilitative, medical, psychiatric, and diagnostic functions of the prison.
- Evaluates budget needs, establishes priority or needs according to requirements and justifies needs to prison administrators.
- Establishes or reviews and approves proposed advanced administrative and technical training for staff.
- Assists in the development of policies and procedures, particularly from an institutional perspective. Work involves ensuring that policies and procedures are carried out through line staff and ensuring that limited resources are directed to accomplish the required quality of services. Develops or reviews and approves recommended changes in internal policies and guidelines to fit the prison.
- Monitors the work through staff meetings with staff and monthly reports.
- Recommends or reviews and approves recommendations on promotions, salary raises, and new hires at the prison.

Knowledge, Skills and Abilities

- Knowledge of regulations and procedures established by the Division of Corrections.
- Knowledge of the principles of administration involved in operating a State correctional facility.
- Knowledge of the management techniques and the correctional policies governing inmate custody and rehabilitation.
- Knowledge of basic human psychology applicable to the inmate population.

CORRECTIONS WARDEN (CONT'D)

Knowledge, Skills and Abilities (cont'd)

- Ability to organize and supervise the activities of a large group of employees.
- Ability to establish and maintain an effective relationship with inmates, inmates' relatives, personnel, and the media.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to think clearly and act quickly and effectively during emergencies.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university with a degree in psychology, sociology, criminal justice, corrections, social work or closely related field.

Substitution: Experience as described below may substitute for the required training on a year-for-year basis.

Experience: Seven years of full-time or equivalent part-time paid experience in the rehabilitation of prison inmates; probation or parole work; social work; supervisory prisoner security work; hospital, institution, or business management; personnel administration; special education; inmate teaching; clinical psychology; or work in a closely related field.

Special Requirement: Must be bondable.

Established: 8/19/93
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