

8936

Corrections Deputy Superintendent 1

Nature of Work

Under general direction, performs managerial work for the Division of Corrections and Rehabilitation (DCR) at adult and juvenile correctional facilities, prisons, jails and centers. These positions act as the senior assistant responsible for the planning and management of the facility and acts as an advisor to the Superintendent. The duties shall be fixed by the Superintendent, with the approval of the Commissioner or designee; and in the absence of the Superintendent, the Deputy Superintendent shall perform all the duties required of the Superintendent. Exercises independent judgment and considerable latitude in the execution of assigned duties and responsibilities. Performs related work as required.

Distinguishing Characteristics

These positions are distinguished from the Corrections Deputy Superintendent 2 by the operational mission and bureau assignment of the facility. The Corrections Deputy Superintendent 1 classification is specific to facilities assigned to the Bureau of Community Corrections and the Bureau of Juvenile Services.

Examples of Work

Assists in establishing overall institutional goals and provides significant input into determining goals and determining overall operating needs, particularly involving custodial matters.

Advises and assists in planning training programs to complement the efficient operation of the institution.

Recommends staff for advanced training.

Provides input into continuing budget needs and projected maintenance and repair needs.

Ensures policies and procedures are being followed in housing and transporting the varied custody levels of inmate population.

Provides administrative and technical review through daily and weekly meetings with staff, review of written records and reports, and review of subordinate's work product.

Directs the entire operation of the prison in the absence of the Corrections Superintendent.

Knowledge, Skills and Abilities

Knowledge of modern theories, principles and practices of adult or juvenile corrections.

Knowledge of state and federal laws and regulations relating to adult or juvenile corrections.

Knowledge of correctional education and rehabilitation programs, classification methods and techniques.

Ability to develop policies and procedures.

Ability to coordinate program/services on an inter- and intra- agency level.

Ability to plan and evaluate the work of supervisors and other staff.

Ability to develop and maintain effective working relationships with educational, health, social service and rehabilitation agencies.

Ability to maintain records of program operations.

Ability to communicate effectively, both orally and in writing.

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Corrections Deputy Superintendent 1 (cont'd)

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university.

Substitution: Full-time or equivalent part-time paid experience as described below may substitute for the required training on a year-for-year basis.

Experience: Seven (7) years of full-time or equivalent part-time paid professional experience in adult or juvenile correctional custody or criminal justice program administration to include four (4) years in the supervision of employees, at least two (2) years of which must have been in a managerial role.

Substitution: Master's degree from a regionally accredited college or university may substitute for the required experience on a year-for-year basis.

Special Requirement: Must be bondable.

Established: 07/01/2018

Effective: 07/01/2018