

8938

Corrections Superintendent 1

Nature of Work

Under administrative direction, performs administrative, managerial and supervisory duties for the Division of Corrections and Rehabilitation (DCR) in directing the operations of an adult or juvenile correctional facility, prison, jail and/or center. These positions function as the chief executive officer over the facility and shall have charge of its internal policy, management, and programs and shall function with latitude to exercise independent judgment. These positions will be responsible for promptly enforcing all orders, maintaining discipline, preserving state property, and shall have all care, custody and control of personal property belonging to inmates and/or residents of the facility.

Distinguishing Characteristics

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

Examples of Work

Directs the overall operation of the facility, including planning and management of the fiscal, administrative and operational implementation of policies and procedures.

Supervises, coordinates and reviews the work of subordinate personnel; evaluates performance of staff.

Manages and evaluates methods in program management and operations; determines the effectiveness in achievement of program objectives and goals.

Develops and implements program policies and procedures.

Oversees compliance with laws, rules, policies and procedures.

Reviews and responds to offender grievances.

Prepares periodic reports concerning facility operations, progress, problems and recommendations for action.

Knowledge, Skills and Abilities

Knowledge of the principles of administration involved in operating a state correctional or juvenile facility.

Knowledge of federal and state laws, rules and regulations related to the assigned area.

Knowledge of the budgetary process.

Ability to establish effective relationships with inmates, juvenile offenders, juvenile justice personnel, social service officials and agencies.

Ability to supervise the work of professional and support personnel.

Ability to analyze information and create reports.

Ability to communicate effectively, both orally and in writing.

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.

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Corrections Superintendent 1 (cont'd)

Minimum Qualifications (cont'd)

Experience: Nine (9) years of full-time or equivalent part-time paid professional experience in adult or juvenile correctional custody or criminal justice program administration to include six (6) years in the supervision of employees.

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