

CORRECTIONS FACILITY COORDINATOR 1

NATURE OF WORK

Under general supervision, provides oversight of the daily operations of a State Correctional Facility's Central Receiving, Laundry, Post Office, Barbershop or other similarly designated functional area. Responsible for the operation of the area of assignment, as well as the performance of the inmates and/or employees assigned thereto. Ensures that all staff and inmates are following Division of Corrections (DOC) policies, institutional operating procedures, post orders, American Correctional Association (ACA) standards and all applicable federal and state laws, rules and regulations. Serves as a lead worker. May be responsible for the acquisition and inventory control of all materials, supplies and equipment necessary for the assigned areas of operations. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Corrections Facility Coordinator 1 is distinguished from the Corrections Facility Coordinator 2 in that incumbents oversee multiple units in a small facility or one unit in a large facility.

EXAMPLES OF WORK

- Assigns, distributes, reviews and checks the work of inmates and/or subordinates.
- Performs duties that are similar or related to the work performed by inmates and/or subordinates.
- Ensure that tasks are completed in a timely manner.
- Inspects work areas to ensure compliance with safety standards.
- Counsels inmates on work performance and recommends corrective action.
- Trains inmates and employees in proper work methods.
- Ensures that equipment, supplies, and materials are available to complete work.
- Maintains accurate inventory records of all tools, fixed assets, chemical and other supplies.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Division of Corrections Policies, Operational Procedures and Post Orders.
- Knowledge of departmental policies and procedures related to the functions and area of operations overseen.
- Ability to lead, plan, assign and coordinate the work of inmates and/or subordinate employees.
- Ability to make effective decisions related to the functions and area of operations overseen.
- Ability to keep records and compose reports.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships.

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CORRECTIONS FACILITY COORDINATOR 1 (CONT'D)

MINIMUM QUALIFICATIONS

Training: Graduation from high school or equivalent.

Experience: Four years of full-time or equivalent part-time paid experience in the area of assignment, one year of which must have been in a lead worker capacity.

Substitution: Coursework from an accredited college or university may be substituted for the required experience on a year-for-year basis for up to four years of experience.

AREAS OF ASSIGNMENT

Arts and Humanities
Bookkeeping
Clerical
Food Services
General Supervision
Health
Laundry Services
Inspection
Office Management
Purchasing
Security
Skilled and Unskilled Labor, Trades

Established: 8/18/2016

Effective: 10/01/2016