

CORRECTIONS FACILITY COORDINATOR 2**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. May be responsible for recruiting, training, mobilizing and leading inmates during established fire season. May direct fire crews in response to wildfires under potentially hazardous conditions, over rugged terrain, and often requiring extended periods of duty. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Corrections Facility Coordinator 2 oversees multiple units in a large correctional facility. This position may oversee multiple inmates in wildfire prevention in emergencies.

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.
- May fight fires.

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.

CORRECTIONS FACILITY COORDINATOR 2 (CONT'D)

MINIMUM QUALIFICATIONS

Training: Bachelor's degree from an accredited four-year college or university.

Substitution: Additional experience as described below may be substituted for the required training on a year-for-year basis.

Experience: Two 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: Successfully completed graduate study in the area of assignment from an accredited college or university may be substituted for the required experience.

AREAS OF ASSIGNMENT

Arts & Humanities

Bookkeeping

Clerical

Education, Training, Library

Food Services

Fire Fighting

General Supervision

Health

Inspection

Laundry Services

Law Enforcement, Investigation

Office Management

Purchasing

Security

Established: 8/18/2016

Effective: 10/01/2016