

## **CORRECTIONS DIRECTOR**

Class Code: 3445    EEO Code: A    FLSA: E    Pay Range: C

### **MAJOR FUNCTION**

Highly responsible administrative and supervisory work in the overall planning, organization, direction, and control of the county corrections facilities.

### **ILLUSTRATIVE DUTIES**

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Acts as chief administrative head of Corrections, responsible for a variety of complex functions relating to the maintenance and custody of inmates.

Supervises subordinate corrections employees.

Implements duties of division's programs to determine conformance with policy and objectives.

Develops criteria for evaluating their effectiveness.

Investigates and resolves problems relating to the custody and care of inmates.

Responsible for the budget preparation, analysis, and fiscal administration.

Supervises division research and administration studies.

Prepares reports embodying recommendation and course of action. Interprets administrative rules, regulations, and policy and relays instruction thereon.

Represents the division in corrections matters with other agencies.

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of state and county laws and regulations relating to the operation of correctional

**(Corrections Director continued)**

institutions. Knowledge of institutional management practices including care and custody of prisoners. Knowledge of individual and group habits and the attitudes and general behavior of persons held in custody.

Ability to delegate authority, plan, organize, and review the work of subordinate administrative, technical, and supervisory personnel. Ability to exercise considerable judgement and discretion in establishing, applying, and interpreting policies and procedures. Ability to establish and maintain effective working relationship with associates, public officials, other government agencies and general public. Ability to express ideas clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree (a Master's degree is desirable) with a major in Management, Criminal Justice, or closely related field; plus four (4) years of progressively responsible experience in planning, organizing, and directing major phases of the operations and programs of a medium to large correctional institution.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Generally sedentary work. Ability to see, talk. Due to location of assignment, incumbent must have ability to run, grasp, walk, climb, reach, handle, kneel/crouch. Ability to effectuate an arrest with or without resistance.

Environmental Demands: Inside work. Ability to tolerate confined, restricted work location.

Mental Demands: Ability to read and comprehend technical and professional manuals, literature and journals; financial reports; legal documents, procedures and statutes; memos, reports, safety procedures, letters. Ability to write reports, evaluations, memos, policies, summaries, and letters. Ability to perform advanced mathematical functions. Ability to speak publicly and extemporaneously; conversant in theory and practices of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/97  
Replaces 10/94