

CORRECTIONS WARDEN

CODES/PAY RANGE

Class Code: 3418

EEO Codes: B

Pay Range: 219

MAJOR FUNCTION

Highly responsible administrative and supervisory work in the overall planning, organizing, directing, and control of one of the County's correctional 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.)

Supervises and directs the functions relating to the maintenance and custody of inmates. Directs through shift commanders the correctional employees and the operations of the facilities.

Implements and reviews and reports of the facility/operation/personnel 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. Inspects facilities and evaluates subordinates.

Prepares budget for the facility. Analyzes and conducts continuance monitoring of approved budget. Performs other administrative studies and functions. Prepares reports.

Interprets administrative rules, regulations, and policies and relays instructions thereon. Represents the facility in correctional matters.

Deals with the public, visitors, and 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 facilities. 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 supervise and review the work of subordinate personnel. Ability to exercise

judgement and discretion in applying and interpreting policies and procedures. Ability to establish and maintain effective working relationships with others. Ability to express ideas clearly and concisely, orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED. Six (6) years experience in correctional supervision and administration with at least two (2) years at a Captain's level. Certified by the Florida Council of Correctional Standards.

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

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend technical, legal, and professional journals and manuals; reports, summaries, laws, statutes and procedures. Ability to perform basic mathematical functions. Ability to apply rules, procedures, laws to real life situations including emergencies. Ability to speak clearly and concisely. Ability to write detailed reports, summaries, instructions relaying information; evaluations. Ability to analyze situations for potential infractions, dangers.

Physical Demands: Heavy to Heavy work. Ability to see, hear, talk, run, walk, lift, pull, push, grasp, feel, stoop, kneel, crouch and climb; finger dexterity. Ability to effectuate an arrest with or without resistance.

Environmental Demands: Inside work. Exposure to confined, closed spaces on a continuous basis.