

CORRECTIONS ADMINISTRATIVE SERVICE MANAGER

CODES/PAY RANGE

Class Code: 3421

EEO Code: B

Pay Range: 219

MAJOR FUNCTION

Responsible administrative work directing an activity/section in the Corrections division.

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.)

Programs:

Reviews division policy and procedures and makes recommendations for appropriate revisions, relative to operations, inmate classification, and inmate programming.

Assists in developing programs for inmates, such as correctional industries, education, or substance abuse.

Oversees and manages inmate programs and volunteer force.

Develops and establishes activity goals and priorities, identifying needed resources for inmate classification, counseling, and programming.

Monitors activity budget, and analyzes trends in expenditures.

Oversees classification and counseling staff, working through Case Management Coordinator.

Establishes and maintains cooperative relationships with custody staff within the division and with external, community service providers for purposes of mutual exchange or relevant information.

When necessary, supplies information under legal guidelines to proper persons and agencies.

Directs and oversees special cross-functional work teams within the division, including the Suicide Task Team.

Prepares written reports based on the results of investigation, including recommendations based on conclusions reached through documented and verifiable sources.

(Corrections Administrative Services Manager continued)

Interprets and analyzes findings based on accumulated information.

Performs related work as required.

Finance & Personnel:

Coordinates, plans, and prepares the division's operating budget.

Reviews division policy and procedures and makes recommendations for appropriate revisions, relative to operations, and financial needs.

Monitors activity and division budgets, and analyzes trends in expenditures for both.

Supervises the business office and activities.

Develops and establishes activity goals and priorities, identifying needed resources.

Supervises inmate account management.

Supervises contract preparation and ensures contracts compliance through division's contract manager.

Supervises equipment and supplies ordering, maintenance, and distribution.

Ensures inmate and division mail service through supervisor of mailroom.

Oversees and monitors daily activities of related support sections/units as directed.

Oversees and manages division personnel matters, ensuring maintenance of staff files, personnel actions, payroll completion and distribution, applications for leave (e.g., FMLA, LWOP), and hiring and separation functions.

Serves a resource for supervisors within the division in handling and resolving personnel issues.

Supervises the supply and commissary functions and activities. Oversees ordering of all supplies, materials, and equipment.

Handles special projects, and makes assignments as necessary.

Performs related work as required.

Research & Technology:

Directs research and statistical analysis for solving management problems.

(Corrections Administrative Services Manager continued)

Supervises planning and research, including grants and long and short term planning.

Develops and prepares routine and special reports for authorized agencies.

Develops and implements methodology, scope design, and analysis for statistical projects using mathematical formulas and procedural research principles.

Constructs microcomputer programs for statistical research.

Serves as liaison for Correction's computer equipment and information systems needs, both CJIS and microcomputers.

Prepares inmate population growth projections for budget projections and capital development plans.

Assists Director in developing, compiling, and analyzing information relative to programs, operations, and strategic planning needs.

Coordinates and implements information technology and other technological projects from conception to completion.

Maintains microcomputer software and hardware directions and standards for the County, including policies and procedures for microcomputers.

Develops and establishes Activity goals and priorities, identifying needed resources for research, data gathering, computers, and technology.

Reviews and evaluates information systems and services; provides analysis of performance data to ensure operational and maintenance effectiveness, timeliness and level of benefit.

Reviews and monitors project plans and reports to Corrections Director and Department/Division managers on project progress, problems and the need for changes.

Researches and initiates feasibility studies and requirements for ensuring full advantage of current programs and more cost effective systems and technological developments.

Establishes and maintains effective working relationships with other governmental agencies, industry representatives, and the public and private vendors to exchange and coordinate information and to analyze present and future technology needs and issues.

Remains current on changes in technologies associated with area of responsibility.

Performs related work as required.

(Corrections Administrative Services Manager continued)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of principles of management. Knowledge of budget preparation and monitoring.

Knowledge of principles of effective supervision.

Knowledge of the rules, regulations, and correctional facility procedures.

Knowledge of research methodology and statistical analysis principles.

Ability to analyze information and prepare recommendations. Ability to plan, assign, review, and supervise the activities of multiple sections. Ability to make sound judgments based on available information. Ability to communicate effectively, orally and in writing. Ability to supervise professional staff. Ability to establish effective working relationships.

MINIMUM QUALIFICATIONS

Bachelor's degree in Corrections, Sociology, Psychology, Criminal Justice, Business Administration, or related field, and four (4) years of applicable including progressively responsible managerial or administrative experience in a supervisory capacity.

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

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk.

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; statistical reports, legal documents, procedures and statutes; memos, reports, safety procedures, letters. Ability to write reports, evaluations, memos, policies, summaries, and letters. Ability to perform general mathematical functions.

Revised 5/08
Revised 10/94