

CORRECTIONS ASSISTANT DIRECTOR

CODES/PAY RANGE

Class Code: 3441 EEO Code: B FLSA: E Pay Range: D

MAJOR FUNCTION

Responsible administrative work in the planning, coordination, and supervision of operations and programs of a specific activity or function in the Corrections Services Group such as Administration, Branch Jail, Facility, Special Projects and Program Services.

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 coordinates major phases of operations including custody, discipline, rehabilitation, treatment, and training programs for inmates. May supervise and direct functions relating to the maintenance and custody of inmates. May direct correctional employees and facility operations through shift commanders.

Reviews operations to ascertain deficiencies in areas which could be improved. Prepares reports on general operations, and recommends new and revised policies and procedures.

May investigate accidents, deaths, contraband evidence, and irregular or unusual incidents; gathers and preserves evidence. Investigates problem areas affecting the Division. May address and investigate complaints.

Prepares and monitors budget(s) for activity of control.

Performs special assignments for the director involving comprehensive studies, program development and long range planning.

May develop policy and procedures relating to inmate placement and population management.

May develop, implement and oversee inmate classification systems and inmate programs including: vocational training and job development programs, rehabilitative program, recreational programs, community release programs, addiction service programs, and religious service programs.

Supervises professional staff in the performance of assigned job duties.

Performs related work as required.

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KNOWLEDGE, ABILITIES AND SKILLS

(KSA=s may vary depending upon position of assignment)

Knowledge of the operations of a correctional facility. Knowledge of State and County laws and regulations relating to the operation of correctional 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.

Knowledge of rehabilitative programs within the criminal justice system. Knowledge of inmate casework and classification. Knowledge of work release programs and group home programs.

Ability to exercise considerable judgement and discretion in interpreting policies and procedures. Ability to investigate complaints and unusual incidents. Ability to establish good working relationships within the division and administration. Ability to communicate effectively, both orally and in writing. Ability to supervise and review subordinate personnel. Ability to evaluate program effectiveness. Ability to develop and implement programs and policies.

MINIMUM QUALIFICATIONS

(Minimum qualifications may vary depending upon assignment.)

Bachelor's degree in Criminal Justice, Business Administration, Public Administration or related field, and five (5) years of progressively responsible work in a large correctional department or facility; or ten (10) years progressively responsible experience in a large correctional department.

Some positions may require FDLE certification as a Correctional Officer.

Program Services: Bachelor's degree in Criminal Justice, Social Science, Public Administration or related field; and five (5) years experience in developing and implementing inmate rehabilitative programs, two (2) years of which must be in a supervisory capacity.

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

ADA REQUIREMENTS

(ADA requirements may vary depending upon position of assignment.)

Physical Demands: (Administration/Special Projects) 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.

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Physical Demands: (Program Services) Sedentary work. Ability to see, hear, talk; finger dexterity.

Physical Demands: (Facility/Branch Jail) Heavy to Very 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: (All areas) Inside work. Ability to tolerate confined, restricted work location.

Mental Demands: Ability to read and comprehend technical, scientific 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 general mathematical functions. Ability to speak clearly relating information, data and details to layman. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/97
Replaces 12/96