

Class Concept

Work in this class involves planning, directing, and coordination of multiple correctional operations including custody, maintenance, administration, medical and programs. Positions are part of Adult Corrections prison management team. Employees are typically assigned to a regional district office and provide oversight and guidance to prisons located within their district/region. Employees may be located centrally and have oversight over multiple programmatic duties that affect prisons, such as: diagnostic services, security services, programmatic services, inmate classification, and inmate transfer. Employees participate in the long rang organizational planning of prisons, to include the development of new and revised policies and procedures. Employees actively monitor budget and operational costs and make recommendations to improve efficiencies while maintaining public safety. Positions typically supervise Correctional Facility Administrators, Correctional Facility Superintendents, and administrative staff. This level is differentiated from the Correctional Administrator I by added scope and complexity.

Recruitment Standards

Knowledge, Skills, and Abilities:

- Thorough knowledge of inmate custody and program management within a correctional setting.
- Thorough knowledge of inmate custody practices and procedures to include knowledge of inmate rehabilitation.
- Thorough knowledge of the principles of administration involved in operating a state correctional facility.
- Thorough knowledge of restrictive housing policies and procedures, including placement, continuation, promotion, and release from restrictive housing.
- Thorough knowledge of security threat groups.
- Thorough knowledge of effective management and supervision practices.
- Skill in motivating, coaching, and leading employees.
- Skill in effective verbal and written communication.
- Skill in writing, developing, and monitoring policies and procedures.
- Ability to review large scale prison operations to determine if there are different methods to deliver excellent public safety while creating cost efficiencies.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and five years of supervisory, administrative, or consultative experience in corrections or related work, or an equivalent combination of education and experience.

Necessary Special Qualifications

Must be eligible for certification by the North Carolina Criminal Justice Education & Training Standards Commission.