

### Class Concept

Responsible for managing the administration, supervision, coordination and monitoring of all work activities, programs (recreational, diagnostic, educational, etc.) and acts in the stead for the Deputy Warden in a Central prison. Position helps develop and disseminate SOP's and examines and evaluates methods in program management and operation; determines effectiveness in achievement of program objectives and goals and compliance with policy. Instructs, directs, trains and advises subordinates as appropriate. Position writes detailed reports based on research, investigation or inquiry; examines evidence of law or regulation violation and assists with budgetary determination. Positions also help train and evaluate work and performance of staff; is involved with HR activities and ensures the overall viability of all programs. Position also determine appropriate staffing levels and direct management and coordination of staff who might impact programs and services. Manages development of a variety of related tasks involving receiving offenders, maintaining their needs and services, designing their future activities toward their rehabilitation during the incarceration and developing record keeping services. Devises effective proposals to attract sources of funding needed to either sustain existing inmate programs or implement new programs.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Considerable knowledge of correctional programs and has the ability to coordinate the interface of technical research activities with applied operational programs/ projects.
- Considerable knowledge of educational, vocational and program service needs of the inmate population.
- Considerable knowledge of organizational policies and standards.
- Considerable knowledge of the laws, regulations, consent decrees, minimum standards and other legal mandates which affect the field of correction and the criminal justice system.
- Ability to communicate effectively and disseminate information to inmates, management, staff and stakeholders orally and in writing.
- Ability to create, amend and update standards, while adhering to policies and regulations.

#### Minimum Education and Experience

Bachelor's degree in human services or criminal justice field and four years of experience in correctional programs management work; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.