

### Class Concept

Position is responsible for overseeing and supporting the management of the department's inmate programs and program planning initiatives. Position will be responsible for developing and implementing programs that positively impact the inmates' successful reintegration into their communities and decrease the probabilities for recidivism; serve as liaison with other systems in an endeavor to enhance opportunities for the introduction of innovative programs that benefit the department's inmate population and enhance their discharge planning outcomes following their release. Position will also evaluate the effectiveness of programs and recommend procedural and programmatic improvements; participate in total quality management and/or improvement activities; ensure consistent application and evaluation of treatment and assessment tools; ensure continuum of care; evaluate program(s) needs; coordinate programs activities with other public and private agencies; ensure implementation and execution of grant requirement; maintain statistics, research best practices pertaining to correctional treatments and inmate programs. Position also determine appropriate staffing levels and direct management and coordination of staff who might impact programs and services; coordinate interagency collaboration for continuum of programs needs and compliance upon offender transfer; develop an offender accountability plan for each offender upon admittance; through subordinate staff research and network to identify successful programs used in other jurisdictions and nationwide, that may be replicated for use in the department. Through subordinate staff, seek funding sources adequate enough to cover the operating costs of innovative programs being introduced to the department to serve the inmate needs; partake in special projects as required; and perform related duties as assigned.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Considerable knowledge of modern Correction program needs and risk assessments
- Considerable knowledge of inmate management and rehabilitation
- 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
- Thorough interpersonal skills; oral and written communication skill
- Thorough knowledge of educational, vocational and program service needs used to service the needs of the inmate population
- Ability to coordinate the interface of technical research activities with applied operational programs/ projects
- Ability to establish and maintain effective liaison with executive staff members in other criminal justice agencies as well as other pertinent government and private bodies
- Ability to draft proposal and negotiate at the highest levels to obtain grants; and work under intense pressure and meet restrictive deadlines

#### Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and three years of experience in correctional programs management or related 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.