

Class Concept

Positions in this class manage the total program services of a small sized facility housing less than 300 offenders in minimum custody. The institution or facilities provide a large variety of programs and services to the offender population or serve a special function to the prison system. Positions provide developmental, advisory, and technical assistance for programs and review new/enhanced modifications to existing programs. Positions enforce rules and policies related to programs and ensures adherence to policies. This role coordinates schedules of classes and teaching/instruction assignments. The program components include a variety of programs such as education and diagnostic services as well as the traditional correctional programs. Employees also serve as Associate Warden in the absence of the Warden and participate as part of the management team. The position assists with budget planning, projections, and facility management. Position interacts with a variety of advocates and stakeholders, as well as departmental staff and other agencies.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of departmental policies and procedures
- Thorough knowledge of correctional programs to include knowledge of offender rehabilitation
- Thorough knowledge of services available from the community and other public and private programs
- Skill in interpreting testing results and psychological factors relating to an offender's status
- Skill in synthesizing data with acquired knowledge of complexity of correctional programs and unique aspects of the various prison units, and makes decisions essential to the offender classification process
- Skill in organizing and supervising the activities of a group and establishing effective communication with a wide variety of employees and offenders
- Ability to think clearly and act appropriately during emergencies or other non-routine events

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and one year of supervisory or management level experience in correctional programs; 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.

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