

Class Concept

Employees in this class manage the total program services of the largest and most comprehensive institutions or facilities which provide a large variety of programs and services to the inmate population or which serve a special function to the prison system. Employees are responsible for and directly supervise the educational, diagnostic/reception, and psychological services as well as the traditional program components. Facilities house and provide services for approximately 500 or more inmates, with a staff size of usually 200 or more. Employees also serve as assistant superintendent in the absence of the superintendent and participate as part of the management team. Position provides on-going training to staff and is in charge of the planning, direction and enhancement of programs within a facility. Evaluate recommendations from Assistant Correctional Superintendent for Programs I and/or other senior officials. Promote programs and attend conferences, and meetings, where the position speaks as a subject matter expert. Evaluates feasibility of programs and provide status reports to senior management.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of policies and procedures of DPS.
- Considerable knowledge of correctional programs.
- Thorough knowledge of services available from the community and other public and private programs.
- Skill in supervision and management techniques.
- Ability to interpret testing results and psychological factors relating to an inmate's status.
- Ability to synthesize data with acquired knowledge of complexion of correctional programs and unique aspects of the various prison units, and makes decisions essential to the inmate classification process.
- Ability to communicate effectively in written and oral form.
- Ability to organize and supervise the activities of a group of employees, and to establish and maintain an effective relationship with inmates, relatives, professional, and paraprofessional personnel.

Minimum Education and Experience

Bachelor's degree in a human services or criminal justice field and four years of experience in correctional programs management 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.

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