

Class Concept

Position manages all aspects and the entire life cycle of programs within DPS' prison system. This includes but is not limited to the development, planning, inclusion, training, testing, enhancements, monitoring, promotion, auditing and compliance of programs. The programs include educational services, vocational rehabilitation services, work release and drug/alcohol programs and other assigned programs. Position coordinates and manages all federal grants for programs. Position manages HR related duties for staff and consults with management.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of facility policies and procedures.
- Ability to manage, coordinate, and train staff that is assigned to position.
- Ability to assess feasibility of programs within DPS.
- Ability to communicate with varied audiences, staff, stakeholders and the general public.
- Skill in creating budgets and ensuring it is adhered to throughout fiscal year.

Minimum Education and Experience

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