

Class Concept

Work in this class involves responsibility for the total operation of a minimum-custody facility which includes: custody, programs, food service, fiscal, training, and human resources administration. Employees are usually responsible for up to 300 inmates and typically less than 100 staff. Employees set goals and priorities for each component within the facility, and make modifications as needed. Employees may develop internal policies and guidelines for specific facilities. Employees are directly involved with hiring, disciplining, coaching, and training of employees. At this level, the Superintendent will have more community liaison duties to facilitate the inmates' reentry into society. Employees report to a Regional Correctional Administrator.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of inmate custody and program management in correctional settings.
- Considerable knowledge of inmate custody practices and procedures to include knowledge of inmate rehabilitation.
- Considerable knowledge of the principles of administration involved in operating a state correctional facility. Considerable knowledge of security threat groups.
- Considerable knowledge of effective management and supervision practices.
- Basic knowledge of human psychology applicable to an inmate population.
- Skill in motivating, coaching, and leading employees.
- Ability to effectively communicate with a wide variety of employees and inmates.
- 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 two years of supervisory, administrative, or consultative experience in corrections or related work; or

High school or General Educational Development (GED) diploma and three years of supervisory experience at or above the Correctional Captain level; 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.