

Class Concept

Work in this class involves the responsibility for the total operation of a medium-custody facility or institution which includes: custody, programs, food service, fiscal, training, human resources administration and maintenance. Some institutions have multiple custody levels within one facility, but each custody level is operated independently. Employees are usually responsible for 500-700 inmates and 200-360 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. This is distinguished from the Correctional Facility Superintendent II based on the presence of controlled housing, a larger budget to manage and increased purchases of specialized security equipment such as impact munition. Employees report to a Regional Correctional Administrator.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of inmate custody and program management in correctional settings.
- Thorough knowledge of inmate custody practices and procedures to include knowledge of inmate rehabilitation.
- Thorough knowledge of the principles of administration involved in operating a state correctional facility. Thorough knowledge of security threat groups.
- Thorough knowledge of effective management and supervision practices.
- Working knowledge of basic human psychology applicable to an inmate population.
- Ability to motivate, coach, and lead 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 three years of supervisory, administrative, or consultative experience in corrections or related work; or

High school or General Educational Development (GED) diploma and five 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.