

Class Concept

This position functions as the executive head of prisons, to include Facility Management, Administrative Services, Auxiliary Services, Food Services, Health Services, Program Services, Security Services, and Operations, and is responsible for organizing, directing, planning, setting standards, and managing operational, fiscal, and personnel functions. Work in this class involves logistics, coordination, and the setting of priorities and deadlines to meet the vision and goals of the Division. This position identifies issues and develops potential solutions. Position serves as a division representative or chairperson of committees and work groups. Position acts as intermediary between the executive management within the Department of Public Safety and Region Directors in the field, section heads, elected officials, other branches of government, and various sections in the Department of Public Safety.

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 security threat groups.
- Thorough knowledge of the principles of administration involved in operating a state correctional facility.
- Thorough knowledge of governmental processes, prison operations, and state policies and laws governing prisons and correctional programs.
- Thorough knowledge of budgeting procedures, accounting, and business management.
- Ability to represent or chair committees or workgroups.
- Ability to effectively communicate with a wide variety of inmates, staff, public, and other officials.

Minimum Education and Experience

Bachelor's degree in Criminal Justice, Human Services, Public Administration, or related field from an appropriately accredited institution and seven years of experience in correctional programs or operations, five of which must have been in a management capacity at or above the level of Correctional Superintendent III; or an equivalent combination of education and experience.