

CORRECTIONAL ADMINISTRATOR

NATURE AND VARIETY OF WORK

This is management level professional supervisory and administrative work whereby the incumbent is responsible for the administration of one of the major operating divisions in the Department of Corrections. Incumbents supervise, plan, coordinate and direct all activities, functions and responsibilities of the Division. Work involves considerable latitude for independent judgment and action subject to applicable laws and regulations and is reviewed by the Deputy Director through conferences, reports of activities and personal inspections.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Supervises, plans, coordinates and directs the program activities of one of the divisions within the Department of Corrections.

Establishes and revises policies and procedures governing the administration of the division.

Oversees the maintenance of necessary records.

Prepares and submits appropriate reports determined necessary.

Responsible for the preparation and submission of divisions Budget.

Maintains liaison with Courts, law enforcement agencies and other local and State Correctional Service agencies.

Assists in the preparation of training programs for divisional personnel.

Conducts periodic inspections of divisional activities to consult with/observe performance of subordinates, determine status of operations, and ensure conformance with prescribed standards.

Serves as the Departmental representative at various meetings.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the principles of modern penology.

Extensive knowledge of the principles and practices appropriate to the area of assignment.

Ability to present ideas and recommendations effectively either orally or in written form and prepare both comprehensive and summarized reports.

Ability to establish and maintain effective working relationships with others.

Ability to apply modern correctional institutional management principles and techniques to such administrative responsibilities as the formulation of procedures, organization of personnel and services, establishment of training programs, supervision of staff and preparation of the budget.

Ability to supervise and train lower level subordinates.

MINIMUM QUALIFICATIONS

Master's Degree in psychology, criminology, sociology, public or business administration, or related field, plus five (5) years of managerial experience in a correctional institution.

REVISED: 9/77

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