

CORRECTIONS FACILITY ADMINISTRATION DIRECTOR

KIND OF WORK

Managerial work directing the administrative support operations of a large correctional facility.

NATURE AND PURPOSE

Under administrative direction of the Chief Executive Officer of the correctional facility, directs the administrative services which support the security operations of the facility so that institution goals will be met for a secure, safe, humane and cost-effective operation. This is accomplished through evaluating, planning, implementing and monitoring human, fiscal and capital resources to address short and long-range needs.

The role of the Corrections Facility Administration Director closely mirrors the functions of the Corrections Facility Assistant Superintendent. The Director class is responsible for providing these services to a larger, more complex correctional facility. This is the primary difference between the two classifications. The benchmarks for this class were established in the class study conducted in November, 1990 (Benson, Oak Park Heights; McGrath, Lino Lakes).

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Direct and administer fiscal services so that the necessary human and financial resources are available to support the institution's mission and objectives through analysis of the budget development and submission process; ongoing review of expenditures; approving the transfer of funds from one activity to another; participation on the Chief Executive Officer's team on alternatives for resource management.

Establish structure services and implement the policies and procedures for: Inmate Due Process; Fiscal Services; Human Resources; Physical Plant; Safety; Staff Development; Health Care and/or Food Services so that managers, supervisors and employees are able to fulfill their responsibilities according to accepted corrections and management standards. This is accomplished by planning, developing and constantly evaluating these services through a formal structure which applies current corrections and management theory as well as technical principles of each discipline; establishes formal structure for participatory involvement of staff and users; and routine development and review of all policies and procedures.

Direct the administrative support staff so that they effectively perform their assigned areas of responsibility and by selecting appropriately skilled and experienced employees; by rewarding or disciplining employees; by recommending promotion, suspension, discharge or change in employee status; by conducting first and second step grievances; and by training and assigning duties to employees.

Monitor and evaluate administrative services so that objectives are achieved and changes can be made to maximize the effectiveness of these services in supporting the institution's overall mission. This is achieved by identifying problems and developing mutually acceptable resolutions quickly; establishing and regularly assessing measurable standards of performance for each functional division; and focusing each service on anticipatory thinking and planning to minimize customer problems.

Direct the development and maintenance of documentation for professional and accreditation review so that facility operations are easy to understand and audit. This is accomplished by ensuring that written policies and procedures are developed, amended or deleted; reviewing the documentation process; and ensuring that operational manuals are current.

Plan and monitor capital improvements and disbursements. This is accomplished by developing an overall capital improvement plan and incremental goals; working with state architects to comply with standards and building code regulations; determining goals and by assessing progress to make certain that these changes to the physical plant are completed according to specifications and ensure no threat to the security of the facility.

Manage procurement of goods and services so that the purchases are the best use of limited resources and the quality and process followed are efficient and adhere to state regulations. This is accomplished by managing the expectations of facility managers on the process and propriety of proposed purchases; reviewing draft and final purchase specifications; working with other representatives of the department and other facilities to maximize the opportunities for quality purchasing at the lowest cost possible.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Corrections theory, principles and procedures sufficient to develop and modify administrative services that support the goals of the facility.

Management principles sufficient to plan, organize and direct the work of subordinate supervisors and managers.

Criminal justice/law enforcement systems sufficient to direct Inmate Due Process services to protect both the facility's safe environment and inmate rights.

Fiscal management principles and procedures sufficient to oversee the development and presentation of budgets which describe levels of services to be offered and accurately project costs for their delivery.

Human resources principles, procedures and systems sufficient to manage the personnel systems which follow public policies of merit, collective bargaining and affirmative action/equal opportunity.

Organizational assessment and development principles sufficient to design/redesign services that respond to customer requirements with efficient staff and systems.

Physical plant management principles and practices sufficient to maintain and expand/modify the institution in a secure manner that protects the large capital investment of a correctional facility.

Dynamics of committee and task force groups sufficient to ensure that critical input is included, groups focus on assigned issues and the efforts of all participants result in a product or process that meets the goals of the group.

Strategic planning principles sufficient to map out short and long range goals, objectives and workplans.

Ability to:

Manage and motivate subordinate staff.

Solve problems in a manner that is sensitive to organizational structures, cultures and tendencies as well as the needs of groups and individuals.

Communicate orally and in writing so that goals, plans and policies are understood and implemented in line with the overall mission.

Est.: 2/91 T.C.:

Rev.:

Former Title(s):