

CORRECTIONS FACILITY OPERATIONS DIRECTOR

KIND OF WORK

Managerial work directing the security and programs activities of the operations division of a large correctional facility.

NATURE AND PURPOSE

Under administrative direction of the Chief Executive Officer of the correctional facility, directs the operation services of the facility so that institution goals will be met for a secure, safe, humane and cost-effective operation. This is accomplished through orchestrating team coordination between divisions of the correctional facility and participation in broader aspects of facility management, including departmental, legislative, community and field issues.

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

To plan, manage and implement program and security policies and procedures for living units, case management, education, health services, treatment programs, recreation, psychological services and religious resources.

Supervise, manage and direct activities of all unit supervisors so that they properly understand their responsibilities, exercise their authority and receive guidance and direction consistent with policy and procedures.

To serve as a primary advisor and assistant to the Chief Executive Officer of the correctional facility in determining and establishing programs policies, and procedures of the facility.

To function as a member of the Administrative Executive Team, attend staff meetings, communicate needs from the Operations area and participate in discussion and decision-making regarding the future of the facility.

Manage the Operation Divisions programs by following established administrative philosophy so that the facility mission of providing for public safety, rehabilitative opportunities for offenders and career opportunities for staff are met within the context of a safe, humane and predictable environment.

To plan and administer the budget for the Operations Division so that expenditures remain within authorized allocations and assist with facility budget preparation.

To establish goals within the Operations Division so that current needs, operation developments, newly enacted laws and/or regulations can be achieved.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Correction's theory, principles and procedures sufficient to develop and modify Operations functions that support the goals of the facility.

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

Comprehensive understanding of the mission and function of the Department of Corrections as well as the assigned facility.

Facility security levels and their impact on operations.

Human resources principles, and practices sufficient to manage facility personnel within established merit, collective bargaining and affirmative action/equal opportunity policies.

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

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

Ability to:

Ability to evaluate the effectiveness of programming and make recommendations for changes.

Ability to design programs that meet the needs of individual offenders/residents.

Manage and motivate subordinate staff.

Solve problems in a manner that is sensitive to organizational structures, cultures and practices 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.:
Rev.:

T.C.:
Former Title(s):