

CHIEF EXECUTIVE OFFICER - CORRECTIONAL FACILITY

KIND OF WORK

Executive management and leadership of a large correctional facility for adult inmates.

NATURE AND PURPOSE

Under general direction from the deputy commissioner, directs all facets of operations of a large correctional facility to ensure public safety and provide for acceptable standards of care and rehabilitative programs for inmates. Performs related work as required. The CEO - Corrections Facility position and the CEO - Juvenile Minimum Corrections Facility are of like nature and purpose with the exception that this position (CEO - Corrections Facility) performs these functions in a larger, more complex facility. The benchmarks for this class were established in the class study conducted in November 1990 (Wood, Oak Park Heights; LaFleur, 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.)

Establishes and directs security/custody procedures sufficient to provide for public safety and a secure, human environment for inmates.

Develops, prepares, implements and manages the facility budget to ensure provision of staff, equipment, materials and supplies sufficient to support security and programming requirements. This is accomplished by analyzing staffing program and security needs and costs, prioritizing those needs, authorizing expenditures and approving budget alterations to plan.

Determines and develops plan for appropriate staffing level and pattern for the facility. This includes the development and implementation of an organizational plan for the effective and efficient administration of the institution. Through staff input and data gathering systems, trends, problem areas, and requirements are determined.

Maintains positive community relations by representing the facility at required community meetings and making public presentations regarding the facility. This is accomplished by conducting community meet and confer sessions; addressing community/professional groups to legislature and others.

Provides direct supervision of the top management staff to ensure that these managers have appropriate training, resources and guidance to fulfill the duties and obligations of their positions. This is accomplished through weekly meetings, daily guidance and performance reviews.

Plans, organizes, directs and evaluates the programmatic, administrative and operational functions of the correctional facility. This is achieved by reviewing treatment, social, vocational, educational programs with respect to goals/results and resources/requirements.

Establishes, prioritizes and provides for the resources necessary to attain organizational objectives which are congruent with the Department of Corrections overall goals. This is accomplished through review of costs of staffing equipment and operations and authorizing necessary revisions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The law, prison rights, the criminal justice system sufficient to protect the facility's environment and inmate rights and ensure public safety.

Correctional philosophy and practices/procedures of significant depth in order to develop and direct all integrated functions within the facility.

Management principles and practices sufficient to direct change and growth of a dynamic "community" through the efforts of subordinate department heads.

Principles and practices of personnel and labor relations management sufficient to effectively direct human resource planning, respond to labor concerns/grievances and authorize/direct investigations.

Strategic and tactical planning principles sufficient to determine short and long range goals and objectives.

Fiscal management principles and procedures sufficient to develop and present budgets which will adequately meet all of the requirements of the facility and meet departmental development and fiscal goals.

Ability to:

Direct and motivate department head staff, as well as delegate authority to such staff.

Effectively communicate orally and in writing with individuals from a wide variety of socio-economic, ethnic, educational, and ethical backgrounds to achieve the mission of the facility. This includes addressing inmates and legislators.

Est.: 10/91

Rev.:

T.C.:

Former Title(s): Warden Superintendent,
Superintendent / St. Cloud