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| Department: CCCF | Approved: 12/04/97 | Revised: 05/29/14, 05/10/16, |
| Salary Grade: 20 | Position #: 33301 | 09/22/16 |
| FLSA Status: Exempt | Title #: 895 | |

Position Overview:

To plan, develop, and implement policies and procedures for the overall efficient and orderly operation of the Centre County Correctional Facility; to supervise, lead, and direct the work and the staff required of the department. As a key stakeholder in the criminal justice continuum, work collaboratively with County and court departments to provide services efficiently and effectively.

Essential Job Functions:

1. Maintains overall order and security of Correctional Facility/staff and inmates.
2. Oversees the overall operation of the Correctional Facility.
3. Leads the staff of the Correctional Facility, handles all personnel-related matters, including overseeing evaluations and disciplinary actions. Performs evaluations on facility staff that are direct reports.
4. Interviews and makes recommendations to Prison Board of Inspectors for proper staffing levels and hiring of staff.
5. Oversees the development and implementation of policies and procedures for the efficient overall operation of the Correctional Facility to ensure a safe and rehabilitative environment for incarcerated inmates.
6. Prepares and presents annual budget. Submits to the Board of Commissioners for review and approval.
7. Oversees the maintenance activities of the Correctional Facility to preserve physical and structural integrity. Recommends corrective action where necessary to the Prison Board of Inspectors.
8. Ensures facility compliance with labor contracts and labor laws; conducts labor/management meetings; reviews and evaluates union grievances.
9. Assures that all staff receive proper required training; develops new training programs.
10. Ensures the Correctional Facility, and required individual members of the staff, achieve and maintain all state required certifications and accreditations.
11. Ensures the management of computer and security systems for the Correctional Facility to ensure they are operational and effective.
12. Interacts daily with police agencies, parole/probation, attorneys, County personnel, general public, and Board of Commissioners in regard to essential job duties.
13. Participates in various committees and community programs which interact with Correctional Facility operations.
14. Facilitates regular staff meetings to disseminate Correctional Facility information and instructions. Consults with staff to review work requirements, status, and problems. Assists with complex or problem situations; provides direction, advice, and technical expertise.
15. Monitors the inmate's medical program.
16. Collects, analyzes, interprets, and communicates Correctional Facility data to various stakeholders and utilize the information to make recommendations for facility and program improvement.
17. Keeps Prison Board of Inspectors informed of the overall operation of the facility, safety of inmates and staff, morale and training needs of staff, and notice of any significant issues or unmet need of staff or inmates that has the potential to escalate and become serious problems.
18. Reviews contracts of service providers for the Correctional Facility and where warranted recommends changes to the Prison Board of Inspectors and Board of Commissioners.

Other Duties:

1. Attends meetings, seminars, and training as necessary.
2. Assists Corrections Prison Inspector as necessary.
3. Performs other job-related duties as required.

Supervision Received:

Receives limited instruction/supervision from the Board of Commissioners, or their designee, in regard to daily work duties, budgetary, and personnel matters. Overall instruction of running and strategic plan/direction of the facility directed by Prison Board of Inspectors.

Supervision Given:

Responsible for the entire operation of the Correctional Facility. Directly and indirectly supervises all Correctional Facility staff.

Working Conditions:

1. Works indoors in adequate workspace, with adequate lighting, ventilation, and temperatures.
2. Works indoors with average exposure to noise, but with frequent disruptions and stress.
3. Normal indoor exposure to dust/dirt.
4. Subject to working on-call or on as-needed basis (on-call 24 hours/7 days).
5. Works daily with potentially volatile, hostile, or aggressive inmates.

Physical and Mental Conditions:

1. Must possess ability to record, convey, and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching as necessary to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, and torso as necessary to carry out job duties.
4. Light work with occasional lifting/carrying of objects with a maximum weight of 10 pounds.
5. Must be able to cope with the physical, mental, and emotional stress of the job.
6. Maintains emotional stability during stressful situations.
7. Must be able to pay close attention to details and concentrate on work.

Education/Training Qualifications:

Bachelor's degree in administration of justice, business administration, or related field. Additional supervisory and leadership training preferred. Experience successfully leading an organization of diverse individuals, with multiple levels in a Correctional Institution. Must reside within Centre County OR a radius of 45 minutes response to the facility, following posted speed limits. This will be determined using www.google.com/maps. The individual selected will have three to six (3-6) months to comply with this requirement.

Work Experience:

Five to seven (5-7) years' supervisory experience. Three to five (3-5) years working experience in a Correctional Institution.

Knowledge, Skills, and Abilities Required:

1. Must possess excellent communication and interpersonal skills with the ability to express ideas, instructions and objectives across a variety of levels within the Correctional Facility and outside the facility when required both verbally and in writing.

Knowledge, Skills, and Abilities Required Cont'd:

2. Must possess strong leadership and team building skills.
3. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
4. Must possess initiative and problem-solving skills.
5. Must possess the ability to function independently, have flexibility and the ability to work effectively with inmates, co-workers, and others.
6. Must possess ability to maintain confidentiality in regard to inmates and County information and records.
7. Must possess the ability to make independent decisions when circumstances warrant such action.
8. Must possess the ability to learn and understand the County and Correctional Facility policies and procedures and operation and the ability to apply same to job duties.
9. Must possess a technical knowledge of the legal standards and regulations governing the security and operation at a Correctional Institution.
10. Must possess knowledge of principles and practices of effective supervision and leadership.
11. Ability to delegate tasks and assign and review work of subordinates.
12. Demonstrated ability to develop and execute an effective and efficient work schedule.
13. Must possess excellent analytical ability and be able to develop and implement policies and procedures for maximum prison efficiency and safety.
14. Must possess excellent time management and organizational skills.
15. Fluency in Microsoft Office Suites required. Basic to intermediate ability in Word and Excel.
16. Must possess a valid Pennsylvania driver's license and a willingness to travel as needed.

Job Description Acknowledgement

I acknowledge that I have received a copy of my job description. I have read and fully understand the job duties, responsibilities as **Warden**. I further understand that I am responsible for the satisfactory execution of all the duties described therein, under any and all conditions as described above. I hereby accept the position and agree to abide by the requirements and duties set forth.

(Signature of Employee)

(Date)

(Print Name)

In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.