

LANCASTER COUNTY
CORRECTIONS DIRECTOR

NATURE OF WORK

This is highly responsible administrative and professional work with responsibility for the overall administrative and managerial direction of the Department of Corrections for Lancaster County. This is an unclassified position.

Work involves responsibility for development and implementation of modern and innovative programs for the delivery of correctional services to meet the needs of Lancaster County and the City of Lincoln. Work involves responsibility for directing the maintenance and repair of minimum and maximum security Adult Detention Facility with recommendation for growth and improvements. Work also involves the coordination of Lancaster County correctional activities with all elements of the criminal justice system and the general public. This position is expected to exercise critical independent judgment and initiative in directing development, implementation and regulatory accountability for the department. An employee in this class is expected to exercise considerable independent judgment within the framework of established policies and guidelines. Work is performed under the general supervision of the County Board of Commissioners with work being reviewed in the form of conferences, reports submitted, results achieved as well as the effectiveness and feasibility of program recommendations. Supervision is exercised over subordinate staff members.

EXAMPLES OF WORK PERFORMED

Plan, direct, study and research various correctional and rehabilitation programs; analyze data obtained and recommend correctional programs to meet the needs of Lancaster County and the City of Lincoln.

Establish department procedures and approve procedures for an Adult Detention operation; ensure department policies and procedures comply with federal and state professional standards.

Review and monitor procedures for an Adult Detention system which include intake, book-in and release, inmate classification, inmate programs and services, release functions, for a system with all levels of inmate custody levels.

Determine the appropriate action to be taken in the event of emergencies including, but not limited to, riots, suicides, disasters and assaults. Review results and reports in order to evaluate the effectiveness of actions.

Review reports concerning incidents at the Department of Corrections. Notify superiors of incidents and respond appropriately to inquiries from the public, media and families.

Prepare recommendations pertaining to the continuing development, organization, and structure of the Department of Corrections.

Direct the creation and submission of the departmental budget; monitor expenditures with respect to budgetary accountability.

Plan and schedule work of subordinate personnel assigned to program; prepare annual budget; formulate policies and procedures pertaining to the Department of Corrections.

Participate in policy development for the departmental administrative operations; ensure interdivisional operations are consistent with corrections operations.

Perform short and long range planning with respect to department's fiscal, physical, staffing and development needs.

Represent the Department of Corrections by contacts, presentations and participation on committees with civic and community groups, professional organizations, other correctional jurisdictions, law enforcement agencies and interested groups.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of correctional institution management practices including the care, custody and welfare of offenders.

Thorough knowledge of the principles and practices pertaining to administration and execution of the legal process relevant to correctional facilities and programs.

Thorough knowledge of state jail standards, regulations and federal law relating to jail facilities.

Knowledge of budgetary principles and methods.

Knowledge of crisis intervention techniques.

Ability to work with state and local laws and regulations pertaining to the operation of correctional and rehabilitation facilities.

Ability to plan, organize and supervise the work of subordinate staff members.

Ability to communicate effectively both orally and in writing.

Ability to handle and maintain confidential information and material.

Ability to establish, maintain and promote effective working relationships with employees, elected and appointed officials, representatives of governmental units, volunteer and service agencies, media and the general public.

Ability to establish and maintain effective working relationships with governmental officials, law enforcement officials, co-workers, and the general public.

Ability to cooperate with the County Attorney's Office in litigation matters and provide necessary information.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in a relevant social or behavioral science, public administration or related field supplemented by a Master's degree in an appropriate field. Ten years of related work experience with at least five years in an administrative or senior management capacity in a corrections setting.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in a relevant social or behavioral science, public administration or related field plus related correctional work including four years of responsible experience in administering programs of minimum and maximum security facilities; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees in this class must meet such physical, age and health requirements necessary for employment in a correctional facility as required by the State of Nebraska.

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