

LANCASTER COUNTY CORRECTIONS DIRECTOR

NATURE OF WORK

This is highly responsible administrative and professional work with responsibility for the overall administrative and operational management of the Department of Corrections for Lancaster County (Department).

Work involves responsibility for development and implementation of evidence-based programming and the delivery of correctional services to meet the needs of Lancaster County. Work involves responsibility for directing the maintenance and repair of the Adult Detention Facility with recommendation for growth of and improvements to the facility. 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 the Department. An employee in this class is expected to exercise considerable independent judgment within the framework of established policies and procedures. Work is performed under the general supervision of the County Board of Commissioners with work being reviewed in the form of results obtained as well as the effectiveness of programming, activities, and feasibility of programming recommendations. Supervision is exercised over subordinate staff members and various contracted services. This is an unclassified position.

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.

Establish Department policies and procedures; and ensure Department policies and procedures comply with local, state, and federal law.

Review and monitor procedures for the Department which include intake, book-in and release, inmate classification, inmate programs and services, training, records, maintenance and sanitation, medical and mental health care, and nutritional needs for a system with all 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 involving the Department. 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.

Prepare the annual Department budget; monitor expenditures with respect to budgetary accountability.

Direct work of subordinate personnel; formulate policies and procedures pertaining to the Department.

Participate in policy development for the Department's 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 by contacts, presentations and participation on committees with civic and community groups, professional organizations, other correctional jurisdictions, law enforcement agencies and interested groups, including testimony before the Legislature.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

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

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 local, state, and federal law, as well as prevailing management best practices, specifically relating to jail facilities.

Thorough knowledge of budgetary principles and methods.

Thorough knowledge of crisis intervention techniques.

Ability to work with local, state, and federal laws pertaining to the operation of correctional 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 co-workers, employees, elected and appointed officials, governmental officials, law enforcement officials, volunteer and service agencies, media and the general public.

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

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 the requirements necessary for employment in a correctional facility as required by the State of Nebraska.

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