

## ASSISTANT CORRECTIONAL SUPERINTENDENT

Work in this class involves participation in the planning, coordinating and supervising of all activities in a prison field unit. Employees assist the unit superintendent in supervising staff engaged in a variety of functions including custody, rehabilitation programs, food service and maintenance. Employees have total responsibility for all operations of the field unit in the absence of the superintendent and routinely function as the staff member in charge during the assigned shift.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees establish daily and weekly work schedules of staff to provide security for twenty-four hour coverage of three shifts, seven days a week. Employees also provide significant input into planning for programs, food service, maintenance and transportation for inmates. Any change in procedures of operations under employee responsibility must be approved by the superintendent.

Organizing and Directing - Employees supervise lower-level staff and manage operations consistent with objectives and priorities set by superintendent. Changes in subordinates' assignments are made as necessary or as work dictates. Major procedural changes are discussed with and approved by superintendent.

Budgeting - Employees assist the superintendent in establishing needs for new funds and make recommendations to superintendent on any purchases outside those normally budgeted such as clothing or food.

Training - Employees recommend staff for advanced or specialized training or request similar in-service training be conducted on-site. Employees occasionally participate as a trainer in a classroom setting. State-level training office conducts entry level training.

Setting Work Standards - Employees assist the superintendent in the development of internal operating procedures and functional staff needs to accomplish objectives. Employees ensure policies and procedures are carried out and inform the superintendent of work performed and result obtained.

Reviewing Work - Employees review work of subordinates through on-site observation, staff meetings and reports. Employees provide administrative and technical monitoring for quality and effectiveness.

Counseling and Disciplining - Employees discuss problems with subordinates and issue written warnings if necessary after discussion with the superintendent.

Performing Other Personnel Functions - Work involves conducting performance appraisals with line staff and performing management evaluations on subordinates. Employees may assist in interviewing applicants and have input into promotion and merit recommendations.

### II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employees assist in managing a prison field unit housing 75-140 inmates. New laws, court cases or operational necessities may require new policy and procedure implementation. Employees coordinate daily custody issues with program activities so that a balance is maintained at the unit.

Variety of Work Supervised - Work involves providing technical supervision of custody and program components, supervision of food service and maintenance components, and administrative coordination.

Number of Employees Responsible For – 15-25.

III. EXTENT OF SUPERVISION RECEIVED: Employees supervise a major prison component. Employees discuss major changes or problems with superintendent to secure approval for further action. Employees' decisions in prison emergencies are carried out by subordinates.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Facilities operate three shifts a day, seven days a week. Employees' staff transport inmates to work release jobs, court and hospitals on a daily basis and staff may supervise road squads or similar groups away from unit.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the most recent and authoritative findings of inmate custody and rehabilitation. Some knowledge of basic human psychology applicable to the inmate population. Considerable knowledge of departmental rules, policies and procedures concerning the custody, care, treatment and training of inmates. Considerable knowledge of the principles of administration involved in operating a state correctional facility. General knowledge of community resources. Ability to organize and supervise the activities of employees. Ability to establish and maintain an effective relationship with inmates, relatives and professional and paraprofessional personnel. Ability to express ideas clearly and concisely, both orally and in writing. Ability to think clearly and act quickly and effectively during emergencies.

Minimum Training and Experience - Graduation from a four-year college or university and one year of supervisory experience with the Department of Correction; or graduation from high school and four years of experience in corrections, two of which must have been at a supervisory level; or an equivalent combination of training and experience.

Necessary Special Qualifications - Must be eligible for certification by the North Carolina Criminal Justice Training and Standards Council.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.