

ASSOCIATE WARDEN FOR OPERATIONS

Work in this class involves responsibility for the management, supervision and administration of custody and security operations at Central Prison, which houses 800 to 1000 inmates classified as close, medium and maximum security; administrative and disciplinary segregation, Death Row, safe keepers, protective custody, mental health, pre-sentence diagnostic and hospitalized inmates. Employee reports to the Deputy Warden.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Work involves planning for the daily custody operations of a large diversified inmate population. As a member of the institution management team, employee assists in determining long range operational objectives for nine specialized populations.

Organizing and Directing - Employee is responsible for establishing operational priorities for staff involved in every aspect of inmate security, housing, movement within the institution and transportation requirements.

Budgeting - Employee serves as part of the institutional management team providing input concerning projected maintenance and replacement requirements for institutional equipment on an as needed basis. Employee evaluates budget needs, recommending priorities on a continuing basis.

Training - Office of Staff Development and Training provides basic training for new staff. Employee schedules all other in-service training mandated by departmental or institutional policy. Employee evaluates effectiveness of training provided and has input into new or revised training methods tailored to the operational needs of the facility.

Selling Work Standards - As a member of the institution management team, employee provides significant input in the development of overall internal standards and procedures designed to meet institutional goals. Work requires employee to develop and revise standard operating procedures based upon ongoing needs assessments.

Reviewing Work - Employee is responsible for conducting periodic reviews and evaluations of all institution security procedures. Employee ensures that institutional policies are being followed by conducting frequent staff meetings with shift commanders and other supervisory staff.

Counseling and Disciplining - Employee discusses problems with subordinates as referred through the institutional chain of command. Division of Prisons/Disciplinary Policies and Procedures are followed in situations which require oral or written reprimand of subordinate staff.

Performing Other Personnel Functions - Employee reviews and evaluates performance appraisals submitted by first line supervisors on subordinate staff. Work involves responsibility for recommending internal promotions, dismissals, reassignments and salary adjustments of employees based upon formal and informal appraisal of employees' work performance.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised -Custody and security procedures require frequent changes based upon the large number of inmates and the diversity of their security classifications. Control and movement of the inmate population throughout the institution requires frequent review and evaluation of

operational procedures. Central Prison provides various services for the prison system such as: diagnostic/reception services for long term felons; mental health hospital for close and maximum custody chronically disturbed, extremely aggressive mental health cases and housing for maximum custody and death row inmates.

Variety of Work Supervised - Employee assists the Deputy Warden in the management of the custody operations exercising a great deal of independence in decisions impacting upon daily operations. Work requires the provision of technical supervision in directing operational and administrative procedures.

Number of Employees Responsible For - Approximately 360 employees.

III. EXTENT OF SUPERVISION RECEIVED - Employee manages the total custody/security operations independently, discussing changes with supervisor as needed. Work is reviewed by the Deputy warden where applicable based upon periodic reviews of security and operating procedures.

IV. SPECIAL ADDITIONAL CONSIDERATIONS - Facility operates three shifts a day, seven days a week. In addition, there is a day shift which is operative from eight to five o'clock, Monday through Friday.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of inmate custody and rehabilitation. Considerable 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 the operation of a Correctional Institution. Ability to organize and supervise the custody/security shifts of custody staff. Ability to establish and maintain effective relationships with inmates, inmate's relatives and professional/paraprofessional personnel.

Minimum Education and Experience - Graduation from a four-year college or university and three-years of supervisory, administrative, or consultative experience in correction or related work; or graduation from High School and five-years of supervisory experience beyond the Correctional Officer level in correction or related work; or equivalent combination of education and experience.

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