

CORRECTIONAL DISTRICT MANAGER

Employees in this class are line supervisors over four to seven prison field unit operations through planning, developing, and implementing programs through prison District program staff and preparing and disseminating policies and procedures for the prison field units. Work also involves responsibility for the custody operations for the District which includes extradition, transfers, and fugitive squads. Employees report to a Correctional Administrator I.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees assist the area administrator by providing line supervision of field units and coordination with the superintendents in setting priorities and deadlines to meet the goals of the Division. Work involves planning the personnel, custody and security, programs, maintenance, and budget needs of each unit within the assigned District on a monthly and yearly basis. Long-range planning is done by prison administration with input from area administrator and employees in this class.

Organizing and Directing - Employees supervise superintendents of units within assigned District who are responsible for the total operation of the field unit; and supervise subordinate District staff responsible for assisting in development and monitoring of programs, reviewing and/or approving inmate classification, providing emergency backup (escapes, insurrections, fires, deaths, etc.), and reviewing and assisting in disciplinary cases. Employees determine needs for changes in organizational structures, roles, staffing patterns, and scheduling through input from superintendents and review of the operations of the unit. Major changes are reviewed and approved by area administrator and prison administration.

Budgeting - Employees direct superintendents in the operation of the units within an established yearly budget and, through input from superintendents, justify additional needs or transfer of funds to area administrator. Work involves providing input into continuing budget needs, and projecting maintenance and repair needs. Employees monitor expenditures on a continuous basis.

Training - Employees may recommend staff for advanced or specialized training or request similar in-service training be conducted at units. Department of Correction (DOC) state-level training office provides basic training for new staff. Employees provide on-the-job training for line supervisors.

Setting Work Standards - Work involves ensuring that policies and procedures are carried out through subordinate District staff and superintendents. Quality standards are developed through input from staff. Employees may develop internal procedures to meet the needs of a specific unit or to accomplish goals of a specific unit. Work involves holding regularly scheduled conferences with district and unit staff to ensure the distribution of information on policies and procedures. Major changes are reviewed and approved by area administrator and prison administration.

Reviewing Work - Employees monitor work of superintendents through on-site inspections of units, monthly reports, and input from subordinate District staff. Work involves providing overall administrative review and, in areas such as custody and programs, providing technical review. Employees ensure quality and quantity of work through inspection of units and review of activities.

Counseling and Disciplining - Employees discuss problems with subordinates. DOC Disciplinary Policy and Procedure establishes employees' authority, upon advising supervisor, to give written notice to subordinates of disciplinary action being recommended.

Performing Other Personnel Functions - Work involves conducting performance evaluations with each superintendent and subordinate District staff members, and making recommendations on salary raises for same. Work involves assisting in the interviewing and selection or promotion of line staff at units, with significant input into selection.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employees assist the area administrator in directing the work of the superintendents. Each area is divided into two Districts composed of four to seven prison units each, geographically dispersed throughout the Area. Each District consists of field units which house minimum or medium custody inmates, and which may have added management complexities due to specialized population or custody level, staff to inmate ratio, population size, added components, or increased variety of programs at the unit generating management complexities requiring frequent adjustments to reach solutions. New laws or court cases occasionally require new policy and procedure implementation. New programs or major program changes are reviewed and approved by area administrator and prison administration.

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

Number of Employees Responsible For – 110-204.

III. EXTENT OF SUPERVISION RECEIVED: Employees assist the supervisor (area administrator) in directing staff in the management of the field units, informing area administrator of pertinent information or problems. Major changes in organizational structure, programs, and procedures are reviewed and approved by area administrator and prison administration.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Prison field units operate three shifts a day, seven days a week. Prison field units within a District are usually located in four to six counties.

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 correction facility. General knowledge of community resources. Ability to organize and supervise the activities of a group of employees. Ability to establish and maintain an effective relationship with inmates, inmates' relatives, 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 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 an equivalent combination of education and experience.

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