

CORRECTIONAL ADMINISTRATIVE SERVICES MANAGER

This is administrative work in directing the business management services supporting the operation of correctional facilities in the Division of Prisons (DOP). Employee serve as either the administrative services manager for all the field units located in one of six designated geographic areas in the State or as the administrative services manager at either Central Prison, the Caledonia-Odom complex, or other comparable complex or institution with comparably designed positions. Work involves supervising subordinate personnel in the maintenance of established administrative systems including accounting, personnel, and procurement; coordinating the budget preparation and implementation process; consulting with management on the development of facility renovation and maintenance priorities; and conducting special studies concerning administrative services as assigned. Employees are responsible for ensuring that administrative services satisfy the requirements of facility operation including program services and custody considerations, and that they comply with the administrative practices of the Department of Correction (DOC) and applicable State regulations.

I. DIFFICULTY OF WORK:

Variety and Scope - Work assignments include analyzing current and estimating future requirements relating to personnel, equipment, supplies, and funding; analyzing requests for additional resources, and initiating actions to acquire these resources when appropriate; and maintaining records systems which account for fiscal, personnel, capital, and equipment resources. All assignments relate to the provision of administrative services.

Intricacy - Work requires the application of differing fact-finding and analytical techniques and processes depending on whether assignment addresses procurement activities, personnel functions, or fiscal issues. The majority of work assignments is covered by existing procedures with occasional novel situations requiring the development of a course of action.

Subject Matter Complexity - Work requires a general understanding of program and custody operations, in combination with a thorough understanding of administrative practices in a correctional environment.

Guidelines - Guidelines include Department/Division policies and procedures, and established State regulations concerning fiscal, procurement, and personnel functions. Guidelines apply to most work situations, and unusual problems are referred to supervisor with recommended course of action.

II. RESPONSIBILITY:

Nature of Instructions - Employees function with a considerable degree of independence in the planning for and provision of administrative services. Employees receive general instructions concerning special and priority projects including expected result and timeframes from supervisor and/or from Department/Division offices.

Nature of Review - Work is reviewed through analysis of periodic activity reports, occasional conferences, and discussion with various levels of program managers concerning level and quality of services provided. Major purpose of review is to ensure compliance with Department/Division policy.

Scope of Decisions - Decisions affect the ability of administrators and superintendents to effectively implement correctional programs in the concerned facilities.

Consequence of Decisions - Errors in decisions could result in the inappropriate allocation of resources within area of responsibility, delays in acquiring necessary resources, or the acquisition of resources which do not satisfy operational requirements. Errors related to the accounting for various inmate funds could temporarily delay the ability of individual inmates to satisfy personal or family needs.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Working contacts include representatives of Department/Division offices, prison administrators and superintendents, various levels of program and custody staff, members of the general public who seek employment, and inmates and members of their families.

Nature and Purpose - Primary purpose of contacts is to clarify requests for services, to explain applicable policies and procedures, and to explore alternate courses of action concerning situations not specifically addressed by existing policies and procedures.

IV. OTHER WORK DEMANDS:

Work Conditions - Work is generally conducted in a normal office setting but requires frequent inspection of facility renovation/maintenance projects where employees might be exposed to dust and fumes. Work requires frequent contact with inmates who may be unusually hostile.

Hazards - Work requires occasional travel which exposes employees to typical driving hazards.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the principles and practices of business administration as applied in government programs. General knowledge of State rules and regulations pertaining to budgeting, accounting, purchasing, and personnel management. Ability to plan, assign, and supervise the work of subordinate employees. Ability to implement and evaluate the effectiveness of administration services and procedures. Ability to exercise judgment and discretion in applying and interpreting a range of administrative policies and procedures. Ability to establish and maintain effective working relationships with superiors, Department/Division officials and staff, and the general public.

Minimum Education and Experience - Graduation from a four-year college or university, preferably with a major in business administration, and three years of broad administrative experience in personnel, budgeting, accounting, purchasing, a combination thereof, or in the administration of a correctional facility; or an equivalent combination of education and experience.