

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: ASSISTANT CORRECTIONS ADMINISTRATOR **GRADE:** 22

TITLE ABBREVIATION: ASST COR ADM **TITLE NO.:** 6295

JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: OFFICE OF THE SHERIFF **DIVISION:** CORRECTIONS

NATURE OF THE WORK: This is a managerial position involved with the responsibility for assisting in the direction and administration of operations at the Orange County Jail and in the development and implementation of policy and procedure of the facility. The incumbent is responsible for management of compliance with New York State Minimum Standards and ICE National Detention Standards, and is also responsible for compliance with the standards of the various accrediting agencies with which the Sheriff's Office is involved. Work is performed with a broad latitude for independent responsibility and involves supervising and coordinating the administrative, fiscal, and operating affairs of the Facility. The Assistant Corrections Administrator is required to be on emergency call at all times. General supervision is exercised over the work of a large correctional staff and civilian support staff.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class allocated to the competitive jurisdictional classification of the classified service. Work is performed under the general supervision of the Correction Administrator with considerable leeway allowed to exercise independent judgment in carrying out the details of the work. An incumbent of this title is required to act for the Corrections Administrator during his/her absence.

TYPICAL DUTIES AND TASKS:

Assists with the organization, planning, management, and control of the Facility operations and acts as liaison with facility service contractors;

Conducts audits of the facility to insure compliance with National Detention Standards, American Correctional Association Standards, National Commission on Correctional Healthcare Standards, New York State Sheriff's Association Standards and New York State Minimum Standards;

Maintains records and prepares reports required by the New York State Commission of Correction and other agencies;

Assists in the development and monitoring of the Correctional Division annual budget and facility service contracts;

Consults with and acts as a liaison with the County Attorney's Office;

Represents the Correctional Division at legal proceedings related to discipline, disability claims, and labor relations issues;

Consults with and acts as a liaison with the Department of Public Works in the administration of the physical plant's maintenance and upkeep;

Responds to both citizen and inmate complaints regarding personnel, operations and procedures; conducts investigations and prepares reports and/or discipline procedures or operational changes as appropriate;

Conducts oversight of inmate disciplinary system.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the modern principles and practices of correctional facility administration; thorough knowledge of the New York State Penal Code, Correction Law and Code of Criminal Procedures as they relate to a county correctional facility; thorough knowledge of the ICE National Detention Standards, American Correctional Association Standards, New York State Sheriff's Association Standards, and National Commission on Correctional Healthcare Standards; working knowledge of criminal behavior, its causes and treatment; ability to supervise the work of others; ability to interpret various laws, rules, and regulations related to correctional administration; ability to communicate effectively both orally and in writing; ability to deal effectively with prisoners during periods of emotional disturbance and physical violence; resourcefulness; tact; sound judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and ten (10) years of corrections experience, five (5) years of which shall have been in a supervisory position serving as a commissioned officer within the correction agency.

REVISED: 5/1/14 at