

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: CORRECTIONS ADMINISTRATOR **GRADE:** 26

TITLE ABBREVIATION: CORR ADMIN **TITLE NO.:** 6210

JURIS.CL: NC **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** EX

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

NATURE OF THE WORK: This is a managerial position responsible for administering and directing all operations at the Orange County Jail. The work involves broad latitude for independent responsibility and judgment in supervising and coordinating the administrative, fiscal and operating affairs of the Corrections Division. In addition, this position is responsible for the planning, development and implementation of facility policies, programs and practices for the attainment of established goals and objectives.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class allocated to the non-competitive jurisdictional classification of the classified service. Work is performed under the administrative oversight of the Undersheriff. General supervision is exercised over the work of uniformed and civilian staff. The class is distinguished from that of the Undersheriff by being subordinate, having duties limited to the Corrections Division, and lacking the legal succession authority of an Undersheriff.

TYPICAL DUTIES AND TASKS:

Establishes and revises policies, programs and regulations to provide for the effective and efficient management of the Orange County Jail, subject to the administrative approval of the Sheriff;

Develops, implements, and monitors a system of internal controls in order to ensure continuous compliance with mandates and utilization of resources that meet the goals and objectives of the agency;

Ensures compliance of all governmental mandates, regulations and minimum standards for a county correctional facility; keeps abreast of changing mandates and oversees implementation into policy and procedure;

Develops and implements procedures to achieve and maintain accreditation by nationally recognized professional organizations;

Hires, provides training for and evaluates all facility personnel; meets regularly with command and supervisory staff to accept input and explain options;

Meets with staff, citizen groups, politicians, volunteer agencies and other governmental agencies and departments to establish recreation, training and rehabilitation programs for inmates held within the facility;

Establishes appropriate policies and programs to provide for the effective care of inmates including but not limited to such areas as health, hygiene, food, education, personal problems, legal rights and necessary transportation;

Responds to inmate complaints and requests as appropriate;

Oversees the preparation of the division's budget; reviews and approved all purchase requests related to the operation of the facility and monitors the accounting system;

Administers preparation of financial, statistical, manpower, and other analytical reports;

Prepares operational and administrative reports relating to the Facility and its operation;

Ensures that the condition and ongoing maintenance of the physical plant is in accordance with all legal requirements;

Assigns and supervises the maintenance of administrative office records and files;

Carries out such other assignments as directed by the Sheriff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the modern principles and practices of corrections facility administration; good knowledge of the New York State Penal Code, Correction Law and Code of Criminal Procedures as they relate to a county correctional facility; 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 corrections 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: Either:

- (A) Completion of sixty (60) college credits from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees and eight (08) years of corrections experience, five (5) years of which shall have been in a supervisory position with direction over subordinate levels of supervision serving as a commissioned officer within the correction agency; OR
- (B) Graduation from high school or possession of a high school equivalency diploma, and ten (10) years of experience as described in (A) above, five (5) years of which shall have been in a supervisory position with direction over subordinate levels of supervision serving as a commissioned officer within the correction agency.

Special Requirements: Must possess a valid NYS DCJS certification as a Corrections Officer within six (6) months of employment. Must possess and maintain a valid driver's license without restrictions.