



Wicomico County
Department of Corrections
Director

Full Time

Salary: Dependent Upon Qualifications

Full Benefits

Duties: The ideal candidate will be expert in the strategic and operational management of all aspects of a medium to large correctional facility including: security, finance, personnel, compliance with regulations, logistics, training and overall administration.

Education and Experience: A Bachelors Degree in Business/Public/Criminal Justice Administration from an accredited college or university is required. Considerable experience in operational management of an adult detention/incarceration facility; possession of a valid driver's license; must maintain membership (or involvement) with the appropriate criminal justice associations; must be proficient in various computer programs along with good verbal and written communications.

Note: Please see attached job description for further details.

Deadline/Closing Date: 5:00 p.m., Wednesday, February 17, 2010

Apply: Send application and resume to:

Wicomico County
Department of Human Resources
125 N. Division St.
Salisbury, Maryland 21803
410-334-3105 FAX: 410-334-3111
Web site: www.co.wicomico.md.us

EOE

Wicomico County
JOB DESCRIPTION

Director of the Department of Corrections

Department: Department of Corrections

Date: 01/10

Job Summary: Responsible for administration and technical work involving the management of the Detention Center and for providing the humane detention of those accused or adjudicated by unlawful activities and providing this detention in a safe, secure environment for both the staff as well as the inmates.

Essential Functions:

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Approve and review employee disciplinary/grievance procedures;
 2. Provide employee counseling;
 3. Plan, implement and coordinate new or revised policy, procedures and programs;
 4. Recommend budgets to the County Council concerning the Center;
 5. Conduct staff meetings with all department supervisors;
 6. Ensure the compliance with all Maryland Commission on Correctional Standards, as well as other regulatory agencies;
 7. Prepare press releases concerning incidents at the Detention Center;
 8. Meet with special interest groups concerning issues at the Center;
 9. Review all in-house reports submitted by staff;
 10. Plan major repairs and renovations at the Detention Center;
 11. Respond to emergencies at the Detention Center which require intervention;
 12. Analyze specific problems in relationship to each Center department;
 13. Oversee recommend recruitment and hiring;
 14. Prepare for the defense of lawsuits against the Detention Center;
 15. Meet with Detention Center contractors, such as medical providers, inmate phone providers, contractors for Home Detention equipment;
 16. Maintain membership (or involvement) with the appropriate criminal justice associations; and,
 17. Perform related work as required.
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Required Knowledge, Skills, and Abilities:

County employees are expected to possess or perform the following:

1. Ability to work in and around a detention center which houses inmates charged with or convicted of felonies and misdemeanors ranging from murder to bad checks is dangerous;
 2. Good verbal and written communications;
 3. Basic knowledge of machinery and equipment related to all areas of the facility; and
 4. Effectively communicate and maintain effective working relationships with other staff members and members of the public.
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Education and Experience:

1. Bachelor's degree from an accredited college or equivalent experience
2. Considerable experience in operational management of an adult detention/incarceration facility
3. Possession of a valid driver's license

A comparable amount of training and experience may be substituted for the minimum qualifications

FLSA Status: Exempt

Physical and Environmental Conditions:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to personal computer and computer programs, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to move about detention center in a quick manner without delay. Good hand and eye coordination for self defense.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.