

CITY OF TAFT

CLASS TITLE: CORRECTIONAL FACILITY MANAGER

Salary Range 63.9

BASIC FUNCTION:

\$3,077- \$3,741 Bi-weekly

Under general direction of the Police Chief manages the daily operational functions of the Correctional Facility, including but not limited to management over all programs and staff and leads operations and activities of the Correctional Facility. Provides direction to meet department and City goals and to coordinate with other service areas, agencies, boards, commissions and the public, and performs other job related work as required.

This position is designated as exempt under the Fair Labor Standards Act (FLSA).

This is a management classification responsible for the organizational component(s) and programs/functions of the Correctional Facility and allied functions as determined by Police Chief. Exercises policy development and promulgation responsibilities for program/functional areas. Demonstrates professional competence while working as a team member and exercises independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

SUPERVISION RECEIVED AND EXERCISED

Works under the general direction of the Police Chief. Exercises general supervision of the custodial, security and management staff of the Correctional Facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the Taft Correctional Facility and all personnel and programs that are a part of the facility in conformance with Federal, State, and local laws and in compliance with the operating contract for the facility with the City.
- Exercises general supervision of the Correctional Facility with regards to performance and misconduct and takes necessary action to insure a proper performance of duties or conduct by all subordinate members of the facility as assigned.
- Plans, organizes, directs and evaluates all aspects of the correctional program such as custody and security, program areas such as classification, appeals, inmate work training, academic and vocational programs, religious and library services. Coordinates all activities with other facility programs.
- Plans, organizes, directs and evaluates the maintenance of the facility, repair and replacement of equipment, laundry and medical operations, food service, inmate canteen, and recreation yard activities.
- Responsible for coordinating the fiscal management of the Correctional Facility with the City's Finance Department.
- Oversees the food service operation and manages the food service contract.

- Provides management direction to activities relating to the effective utilization of personnel, facilities and equipment.
- Develops and reviews policies, rules and procedures for effective operation of the Facility.
- Confers with and makes recommendations to the Police Chief regarding projects and programs and assists in the development and implementation of City's strategic plan.
- Makes presentations before various groups, including City Council, commissions, boards, committees, task forces, and on and off-site public meetings; participates in community events.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers difficult questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public and provides effective conflict resolution, as needed.
- Attends assigned meetings and training and conferences; interacts with outside agencies and commissions; participates in teams, or committees, or associations, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern operating principles, practices and techniques of Correctional Facility operations.
- Modern principles and practices of correctional administration and criminology, including the principles and procedures of inmate classification, assignment, and transfer.
- California laws pertaining to prisons and parole.
- Principles and applications of effective budget preparation and control, personnel management and supervision, personnel training, safety practices, public administration, and business management of a large organization in an institution setting.
- Purposes, activities, regulations, and functions of the California Department of Corrections and the Board of Prison terms.
- Problems involved and methods used in the custody, control and adjustment of anti-social behavior.
- Requirements for institutional food service, plant maintenance, education programs and group activities.
- Use and maintenance of Corrections equipment and apparatus.

- Codes, regulations, criminal laws and ordinances related to Correctional Facilities.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Principles and practices of supervision, staff selection, motivation, training and personnel management.
- Principles of effective public speaking, conflict resolution and excellent customer service.

Ability to:

- Effectively formulate, organize and manage sound divisional policy in the areas of police law enforcement and crime prevention.
- Interact with citizens and employees in an effective way that produces positive results.
- Supervise the management of major incidents.
- Analyze situations accurately and swiftly, and adopt an effective course of action.
- Plan for major events and tactical situations.
- Be perceptive and innovative in the prediction and recognition of trends and problems and in the analysis and development of solutions to problems.
- Work well under pressure; work such hours as are necessary to accomplish the job including remaining on-call 24 hours a day; travel out of the area during or after work hours.
- Understand and communicate state and federal regulations, laws, codes, policies and solutions.
- Delegate authority and responsibility as well as schedule and program work.
- Work with and control sensitive and confidential information.
- Plan, initiate, and manage complete complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and direct departmental goals within City objectives.
- Manage, project and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way would be:

Graduation from an accredited four-year college or university, and

Five (5) years administrative and supervisory experience in correctional administration for adults, with responsibility for managing a correctional facility or a major program such as custody and casework in a capacity comparable to Correctional Administrator with the California Department of Corrections.

SPECIAL REQUIREMENTS

Possess and maintain a Valid State Driver's License.

Ability to pass an extensive background investigation.

TOOLS AND EQUIPMENT USED

Motor vehicle, mobile radio, first aid equipment, personal computer including word processing software copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position is assigned to and works in a Correctional Facility as is frequently among inmates. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, cold, heat, and vibration.

The noise level in the work environment is usually moderate.