

CORRECTION MAJOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for planning and directing all administrative, operating and program functions in the jail. This is an administrative position involving responsibility for the safe and efficient operation of the Broome County Jail, including the security and well being of inmates, supervision of staff, development of goals and objectives, and preparation of the budgets. The work is performed under the administrative direction of the Sheriff or Undersheriff with leeway allowed for the exercise of independent judgement in carrying out the details of the job. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and updates mission statement, goals, policies and procedures for the jail;

Establishes policy for strategic and operational planning: policies, programs and regulations to provide for the effective and efficient management of the jail policies and programs to provide for effective care of the inmate in such areas as health, hygiene, food, personal problems, legal rights, necessary transportation, etc,;

Oversees the operation of the jail including the commissary, kitchen, and contract and support service agreements to ensure that all governmental rules, regulations and minimum standards for jails are complied with;

Adapts and develops practices for security, inmate custody and control in response to changing situations in the facility;

Prepares and monitors budget for jail and corrections program;

Develops a plan for media relations, public information and public education;

Prepares and maintains a variety of records and reports as required;

Oversees the coordination of activities and programs for facility inmates;

Supervises operations by issuing orders and disseminating required information to correctional staff to ensure a secure facility at all times;

Plans and coordinates the use of information management systems within the facility;

Observes and supervises subordinate correctional staff in the performance of their duties by making periodic rounds of the facility;

Participates in recruitment, hiring, training and evaluation of staff; conducts jail staff meetings;

Manages liability exposure.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and current trends in criminal justice and corrections facility administration;

Good knowledge of Federal, State and County laws and regulations

CORRECTION MAJOR-Cont'd.

2

relating to the operation of a correctional institution;
Good knowledge of the New York State Penal Code, Correction Law and Code of Criminal Procedures as they relate to a county jail;
Good knowledge of modern principles and practices of administration and organization including budgeting, accounting, and personnel;
Working knowledge of criminal behavior, its causes and treatment;
Ability to assign and supervise the work of others in a manner conducive to full performance and high morale;
Ability to gain the confidence and cooperation of others;
Ability to read and understand various laws, rules and regulations related to county jail administration;
Ability to communicate effectively, both orally and in writing;
Ability to deal effectively with prisoners during periods of emotional disturbance and physical violence;
Ability to establish and maintain cooperative relationships with staff, law enforcement agencies, elected and appointed officials, community leaders and the criminal justice community;
Ability to take charge and determine appropriate action in emergency situations;
Ability to function in a stressful environment;
Ability to establish and maintain good working relationships with other agencies;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in criminal justice, public justice, sociology, psychology, police science, law, public or business administration or closely related field and four years administrative or supervisory experience in planning, organizing and/or directing major phases of the operations and programs of a correctional facility, at least two years of which shall have been in a Direct Supervision facility.

NOTE: A master's degree in the above mentioned fields may be substituted for up to two (2) years of experience in planning, organizing or directing major phases of the operations and programs of a correctional facility; it may not be substituted for the experience in a direct supervision facility.

RESIDENCY REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome at all times during their employment in the title.

R619 6/1/08
 Revised 1/3/2020