

LACKAWANNA COUNTY, PENNSYLVANIA

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: WARDEN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial functions associated with directing overall operations and activities of the county's prison, including policy/procedure enforcement, budget, planning, inmate custody and control, and treatment programs.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; reviews performance appraisals prepared by staff members.

Coordinates facility work activities; organizes and prioritizes department workload; analyzes staffing requirements; reviews/makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures facility compliance with labor contracts and labor laws; conducts labor/management meetings; reviews and evaluates union grievances.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Consults with Board of Prison Inspectors and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Develops, reviews, updates, and implements policies and procedures for the facility.

Develops and implements long and short term goals for the facility.

Develops and implements operating, capital, and revenue budgets for the facility; monitors expenditures.

Reviews and formulates legal defenses.

Develops requests for proposal; monitors compliance with contracts.

Conducts weekly facility-wide compliance inspections; monitors quality of food services.

Reviews and responds to inmate grievances and appeals. Monitors disciplinary actions.

Monitors inmate and staff assaults; authorizes and evaluates use of force. Initiates investigations as needed.

Ensures staff receive pre-service, in-service, and ongoing training.

Interacts with and maintains relationship with the media.

Compiles various administrative and statistical data pertaining to facility operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports; maintains records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, prison board reports, budgets, fiscal reports, statistical analyses, budget justifications, response to inspection reports, or other documents.

Receives various forms, reports, correspondence, logs, inmate appeals, disciplinary reports, incident reports, misconduct reports, shift information sheets, administrative segregation forms, extraordinary occurrence reports, inmate population reports, inmate requests slips, medical reports, seniority reports, attendance reports, leave forms, time cards, meeting minutes, financial reports, contracts, blueprints, policies, procedures, rules, regulations, standards, handbooks, union contracts, manuals, trade magazines, bulletins, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, Internet, e-mail, or other software programs.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with board members, commissioners, county officials, employees, inmates, other departments, correctional facility personnel, law enforcement personnel, criminal justice agencies, probation staff, court officials, vendors, contractors, medical personnel, school officials, family members, the public, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings; serves on committees as needed; makes speeches or presentations.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance or coverage to other employees as needed. Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice, Public Administration, Behavioral Sciences, or closely related field; supplemented by six (6) years previous experience and/or training that includes progressively responsible levels of correctional management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid CPR and First Aid Certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as toxic agents, violence, disease, or pathogenic substances.

Lackawanna County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Please submit your letter of interest, resume, and application no later than January 20, 2011 to:

Human Resources, Attn: HR Analyst
Lackawanna County Administration Building
200 Adams Ave 6th Floor
Scranton PA 18503
petersens@lackawannacounty.org

EOE