

~~LUZERNE COUNTY, PENNSYLVANIA LETTERHEAD~~

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Job Description

Position Title: Director of Correctional Services
Division: Correctional Services

Reports to: County Manager **FLSA Status:** Exempt

Essential Duties and Responsibilities~~Position summary:~~ The Director of Correctional Services ~~will~~ ~~be~~ the Department Head for the Division of Correctional Services. This position shall be responsible for the operation of the County prison, juvenile detention, and any other powers, duties, programs, services or functions that may be assigned by the County Charter or the Administrative Code.

Essential Leadership/Supervisory Duties and Responsibilities
1. Supports and promotes the ethical and efficient operations of the county council <u>administration</u> and serves as a model for all associates
2. Develops short (one year) and long term plans and goals to evaluate work accomplishments of subordinate(s).
3. Establishes and maintain effective relationships with other supervisory staff and employees.
4. Applies and adapt practices and techniques to the special requirements of county council <u>administration</u> .

Minimum Qualifications, Skills and Abilities

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Bachelor's Degree with major coursework in a criminal justice, social services, public administration field, or equivalent. ~~Three-Five to five-seven~~ years administrative/~~e or~~ managerial experience in ~~government~~ institutional management, criminal justice work, or public administration (preferably at the county or state level). Education, in ~~criminal justice or~~ public administration, at the graduate level may be substituted for up to one year of experience.

Also accepted for application are those with an equivalent combination of acceptable training and experience, which has provided the knowledge, skills and abilities cited above.

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Proven skills in administration, budgeting and innovative problem solving techniques of corrections institution, facilities and programs; firm understanding of corrections regulations and best practices; ability to organize, direct and coordinate the activities of a staff of professionals ~~;~~ effective customer service and strong interpersonal skills. Ability to express ideas and communicate on technical and/or administrative subjects, both orally and in writing.

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This is not a comprehensive listing of all responsibilities and duties that may be assigned by the County Manager.

Est. ~~98~~/11

