

## CORRECTIONAL FACILITY ASSISTANT SUPERINTENDENT

NATURE OF WORK IN THIS CLASS:

Assists in the administration of the programs and activities of the Adult Correctional Facility for the custody, discipline and rehabilitation of inmates.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Administers the various security programs of the Adult Correctional Facility (Male and Female Institution) and other activities relating to the penitentiary's management and control; coordinates and directs educational, security, recreational, and rehabilitation programs.

Organizes and schedules work activities in connection with the institution's maintenance program; renders staff supervision to inmates' recreation and leisure time activities, officer training, safety and fire protection, and institutional sanitation; studies problems related to inmates morale and adjustment.

Inspects various units of the institution, observes operating practices and determines need for procedural changes and modification of policies; directs and supervises institutional programs in the areas of academic and vocational education, religion, recreation, library and medical services.

Reviews and evaluates the effectiveness of institutional programs, procedures, organizational methods, custodial control, and management means for improving efficiency of operations; develops plans to implement such recommendations; confers with staff to formulate and establish policies and regulations within legal limits; compiles and analyzes operational and other statistics and prepares reports for official records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of modern penal institutional management.

Knowledge of the methods and techniques used in supervising guards and inmates and maintaining order in a penal institution.

Ability to administer the programs and activities of the Adult Correctional Facility.

Ability to evaluate effectiveness and recommend changes in policies and procedures to improve effectiveness.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to analyze and interpret regulations and other program guidelines.

Ability to work effectively with the public and employees.

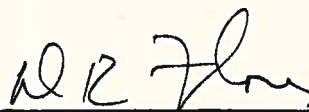
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Two years of experience as a Correction Officer Supervisor II; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



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DAVID R. FLORES, Executive Director  
Civil Service Commission