



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 5121

Phone: (701) 328-3290

WARDEN, JAMES RIVER CORRECTIONAL CENTER

GRADE R

SCOPE OF WORK:

Work activities involve directing the administration of the James River Correctional Center (JRCC) within the Department of Corrections and Rehabilitation (DOCR) in accordance with state and federal regulations.

DUTIES PERFORMED:

- Direct all units within the facility; formulate and implement rules, regulations, and policies for employees and inmates; analyze and plan for the establishment of goals and objectives to meet future needs of the JRCC.
- Analyze operational procedures and direct personnel in enforcing and maintaining discipline, safety, security, and custodial processes; review procedures to ensure the safety and well being of inmates and staff.
- Assist Director, Prisons Division/Warden with formulating and directing the implementation of department and JRCC facility policies and procedures; ensure compliance with state and federal laws and American Correctional Association standards.
- Direct and assign the work of all unit directors, including education, training, industries, unit management, business management, treatment, medical, personnel, and security.
- Coordinate the readiness of JRCC personnel to respond to emergency situations by directing mock drills, revising emergency plans, and maintaining liaison with emergency support agencies.
- Direct the preparation, monitoring, and control of the JRCC budget, including the accounting and safekeeping of inmate funds; report and review budgetary concerns and recommendations with the Director of Corrections to ensure effective and efficient operation of JRCC.
- Manage internal auditing, reporting, and evaluations of operating processes and programs.
- Provide for training, development, and evaluation of staff to ensure effectiveness and efficiency of the facility.
- Establish, direct, monitor, and evaluate inmate academic, vocational, therapeutic, industrial, and recreational programs.
- Communicate with the press, general public, and professional groups concerning the purpose and programs of the penal systems; confer with the directors of other states' correctional institutions for the purpose of improving prison administration.

- Monitor the demeanor of the inmate population by maintaining open communications with inmates; coordinate with the Director, Prisons Division/Warden on major decisions effecting inmates from incarceration to release.
- Represent the interests of JRCC in all litigation matters.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in criminal justice, business or public administration, or a behavioral science, and five years of managerial work experience directing correctional and rehabilitative programs designed for adult offenders in a prison setting. The hiring authority may specify other degrees at the time of recruitment.

Eff. Date: 07/97 – New class developed for DOCR with addition of new facility

Rev: 10/98 – Updated minimum qualifications

Rev: 02/02 – Updated title, added hazard points, and changed grade

Rev: 08/03 – Updated minimum qualifications

Ref: 07/12 – Conversion to Hay System