



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 5165

DIRECTOR OF CORRECTIONAL FACILITY OPERATIONS

GRADE S

SCOPE OF WORK:

Work involves directing institutional operations within all Department of Corrections and Rehabilitation (DOCR) correctional facilities, which includes the North Dakota State Penitentiary, the James River Correctional Center, and the Missouri River Correctional Center.

DUTIES PERFORMED:

- Direct all secure correctional facility institutions; formulate and implement rules, regulations, and policies for employees and inmates. Analyze and establish of goals and objectives to meet future needs, including the physical plant, staff/inmate ratios, and programming needs.
- Analyze daily operational decisions involving personnel and plant facilities to ensure efficiency and maintain the safety and well being of staff and inmates by reviewing, enforcing, and maintaining disciplinary, safety, security, and custodial processes.
- Develop, monitor, and update policies and procedures to maintain mandatory American Correctional Association standards for prison operation; establish rules relative to inmate conduct.
- Ensure readiness of secure facility personnel to respond to emergency situations by directing mock drills, revising emergency plans, and maintaining liaisons with emergency support agencies; serve as “commander” during actual emergencies.
- Direct and assign the work of all unit heads, to include education, training, industries, unit management, business management, treatment, medical, personnel, and security.
- Manage internal auditing, reporting, and evaluations of operating processes and programs.
- Approve training curriculum and promote staff development.
- Maintain open communications with inmates and make high-level decisions affecting inmates from incarceration to release.
- Establish, direct, monitor, and evaluate inmate academic, vocational, therapeutic, industrial, and recreational programs.
- Direct the preparation, monitoring, and control of all secure facility budgets, including the accounting and safekeeping of inmate funds.
- Communicate with the press, general public and professional groups concerning the purposes and programs of the penal system; confer with the heads of other states’ correctional institutions relative to prison administration activities.

- Serve as a liaison to other agencies related to corrections, human services, the courts, law enforcement, and the general public.

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 or other related field, and six years of corrections managerial work experience that included management of staff, fiscal, and material resources and directing correctional and rehabilitative programs designed for adult offenders in a prison setting.

Eff. Date: 02/14