



## **Deputy Warden (1141)**

**FLSA Status:** Exempt

**Pay Grade:** 27

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to assist in planning, directing and overseeing the operations and staff of the Correctional Institute (BCCI), and to ensure the safety, security and welfare of inmates. The Deputy Warden assumes the duties of the Warden in the Warden's absence.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises regular and temporary staff, volunteers, interns and inmates: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; establishes and promotes employee morale.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Ensures compliance with all applicable local, state and federal codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures; monitors environment and use of safety equipment to ensure safety of employees, inmates, visitors, and other individuals; and initiates any actions necessary to correct deviations or violations.

Ensures safety, security, and welfare of inmates: supervises and reviews enforcement of all applicable codes, ordinances, laws, and regulations in order to ensure the safety, security and welfare of inmates during incarceration; and disciplines inmates and staff.

Assists in developing policies and procedures: reviews current policies, procedures and work practices; develops and makes recommendations for changes and improvements; meets with assigned staff regarding policy changes impacting the administration of the section; and identifies, discusses, and resolves operational issues.

Investigates incidents involving inmates and/or Correctional officers: receives, investigates, and resolves complaints; processes inmate grievances; conducts interviews and determines policy violations; processes use of force incident reports; and handles citizen complaints.

Responds to questions and requests for information: responds to requests by telephone, in-person, or by mail from elected officials, community leaders, the general public, officers, employees, division heads, and other agencies.

Assists in the preparation and monitoring of BCCI budget: makes recommendations regarding allocations for staffing, equipment, and capital improvements; monitors and reviews revenues; and monitors expenditures to ensure compliance with approved budget.

Assists in classifying inmates and assigning offender labor crews to work details: reviews offender files to determine appropriate assignments; and coordinates staffing and labor needs with requesting departments.

Manages facility maintenance activities: conducts maintenance inspections of buildings, equipment, and facilities; identifies potential problems, unsafe conditions, needed repairs, or other situations requiring attention: submits work order requests for maintenance and repair work; and monitors maintenance and repair work to ensure completion.

Conducts and attends meetings with Warden and assigned staff to coordinate work activities, review status of work, exchange information, or resolve problems; and attends quarterly meetings with Department of Corrections.

Maintains current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to Correctional Institution operations: maintains an awareness of new trends and advances in the profession; and attends workshops training sessions, and meetings as needed.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor's Degree in Criminal Justice, Public Administration, Social Work, or a related field required; supplemented by five years of experience in corrections operations, to include lead or supervisory experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain Peace Officer Standards and Training (POST) Correctional Officer Training Certification.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**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, and ratios; 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 situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

#### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), 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.*

**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, odor, depth, texture, and visual cues or signals. Tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, confined spaces, bright/dim lights, firearms, violence or rude/irate customers.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

Created July 2019